

PAYMENT VOUCHER

For (Check one)

Reimbursement for money spent	Receipt attached	Yes	No
Payment for items charged to church	Invoice attached	Yes	No
Items to be purchased	Estimate copy attached	Yes	No
Other (Explain) _____			

Make check payable to:

Name _____

Address _____

City _____ State _____ Zip code _____

ACCOUNT NUMBER (Account numbers on back)	DESCRIPTION	AMOUNT
Total Payment		

Date _____ Requesting Signature _____

Chairperson/Authorization Signature _____

Paid by Check # _____ Date Paid _____



This needs to be recorded in the Maintenance and Inventory Data Base.

DATA BASE INFORMATION ON EQUIPMENT OR SERVICE ACQUIRED

Location _____

Model/Serial Number _____

Warranty/License Info with Expiration Date _____

Other Information _____

WORSHIP

0710 Worship Supplies
 0715 Candles
 0720 Flowers
 0725 Upper Room
 0750 Worship Other Expense

EDUCATION

0810 Children's Literature
 0820 Supplies
 0825 Vacation Bible School
 0830 Teacher Recognition
 0840 Family Ministries
 0845 Nursery
 0850 Library
 0855 Adult Education
 0880 Youth Budget
 0880M Youth Transportation
 0885 Confirmation
 0890 Education Other Expense

MUSIC

0910 Music Expense
 0912 Vocalist/Musician Hired
 0914 Choir Robe Cleaning
 0915 Organ/Piano Tuning
 0918 Music Training/Ed.
 0919 CCLI License
 0933 Handbell Maint. & Repair
 0980 Music Other Expense

COMMITTEE EXPENSE

1015 Living Memorial
 1020 Nurture Ministries
 1020.2 Mission Ministries
 1025 Outreach
 1030 Missions Committee
 1040 Gov. Bd./Min. Council
 1050 Finance
 1051 Offering Envelopes
 1055 Stewardship
 1060 Staff-Parish
 1061 Lay Conference
 1065 General Staff
 1066 Education Director
 1067 Nurture Director
 1068 Music Director

LEAD PASTOR

1117 Auto/Professional Expense

ASSOCIATE PASTOR

1127 Auto/Professional Expense

BUILDING & GROUNDS

1320 CAT Team
 1325 Building Maint. & Property Improvement
 1331 Pest Control
 1332 Snow Removal
 1334 Carpet/Floor Cleaning
 1335 Alarm Monitoring
 1339 Janitorial Service
 1340 Janitorial Supplies
 1341 Maintenance Supplies
 1343 Grounds Maintenance
 1350 Insurance
 1360 Taxes/Licenses
 1390 Parsonage
 1395 Kitchen Expense

UTILITIES

1410 Electric
 1420 Gas
 1430 Water
 1440 Sewer
 1450 Trash Hauling
 1460 Phone Service

CHURCH OFFICE

1380 Office Equipment Maintenance
 1510 Office Supplies
 1520 Bulk Mail Postage
 1521 Bulk Mail Permit #464
 1522 Postage
 1531 Postal Meter Rental
 1532 Postal Machine Supplies
 1535 Office Other Expense
 1536 Office Equipment Lease
 1552 Calendar
 1553 Internet Service
 1554 Web Hosting

NON BUDGET EXPENSES

1020.1 Hospitality
 1020.3 Funeral Dinner
 1962 UMW
 1963 UMM
 2120 VIM
 2130 Pastor's Discretionary Fund
 2325 55+ Ministry
 2400 Singles/Doubles
 2900 Upward Basketball
 0320 Wedding
 0332 Concert Series
 0303.5 Scout Pray Program
 0301.1 Youth Fundraising
 0301.2 Youth Retreat
 2301 Youth Miscellaneous
 2303 Youth Mission Trip
 2307 Youth Lounge