

St. Christopher's Episcopal Church - Financial Expenditure Request Form

Date of Request: _____ Person Making Request: _____

Will bill us: _____ Pay now: _____ Amount of Request: _____

To Be Used For: (description)

Make check payable to: _____

Address: _____

Acct Number (see back of form): _____ Acct Name: _____

Complete one of the blocks to the right:	<p>FOR OPERATING BUDGET ITEMS:</p> <p>Ministry / activity coordinator approval to the amount still available in their budget is required.</p> <p>Is amt budgeted: Yes NO Budget Left (After Expenditure): _____</p> <p>Circle if Approval by: Member of Finance & Budget Committee Warden PIC</p> <p>Amounts "Not Budgeted" must receive approval of a member of the Budget & Finance Committee, a Warden, or the Priest-in-Charge.</p>
	<p>FOR DONOR RESTRICTED FUND ITEMS:</p> <p>Ministry / activity coordinator approval up to the amount still available in that fund is required.</p>

Signatures:

Requester: _____

Approval by: _____ Date _____

Please attach all receipts TO THE BACK of this form.

Expense Used Accounts

5000 · DIOCESE

- 5001 · Diocesan Mission Share
- 5002 · Diocesan Convention
- 5003 · Yellow Pages Ad
- 5005 · Clergy Retreat

5100 · Personnel

- 5106 · PIC - Stipend
- 5107 · PIC - Housing
- 5108 · PIC - Life
- 5109 · PIC- Medical/Dental
- 5110 · PIC - Disability
- 5111 · PIC Pension
- 5112 · Continuing Education
- 5113 · PIC Mileage REI
- 5151 · Choir Director & Organist
- 5152 · Sexton
- 5153 · Church Administrator
- 5155 · Payroll Expense
- 5158 · Contact Labor

5200 · MUSIC

5300 · WORSHIP SUPPLIES

5400 · EDUCATION

- 5401 · Children's Education
- 5402 · Youth Programs Inc. Scholarship
- 5404 · Adult Education

5600 · BUILDINGS & GROUNDS

- 5601 · Electricity
- 5602 · Gas
- 5603 · Water
- 5605 · Trash Collection
- 5606 · Security Alarm Expense
- 5609 · Pest & Weed Control
- 5610 · Repairs & Maintenance

5700 · ADMINISTRATION

- 5701 · Telephone & Service Contract
- 5702 · Website Fees & Internet
- 5703 · Postage/Del/BulkMail
- 5704 · Safety Deposit Box
- 5705 · Office Supplies
- 5706 · Stewardship Supplies
- 5707 · Advertising
- 5708 · Accounting Services
- 5709 · Auditing
- 5710 · Bank Service Charges
- 5711 · Copier Use Charge
- 5712 · Computer, Fax & Copier Supplies
- 5713 · Copier Lease & Insurance
- 5714 · Misc. Expenses
- 5715 · Misc. Reimbursements
- 5716 · Comprehensive church Insurance

3200 · DONOR RESTRICTED FUNDS

- 3201-C · Outreach
- 3203-C · Prayer Shawl Ministry
- 3204-C · Bargains Galore
- 3205-C · Altar Guild Funds
- 3206-C · ECW
- 3207-C · Men's Club
- 3208-C · Memorial
- 3209-C · Columbarium
- 3210-C · Adult Education
- 3211-C · Children & Youth Min
- 3212-C · Hospitality
- 3213-C · Landscaping
- 3214-C · Key Deposit Fund

All requests for payment as of 8/17/2013, MUST use these account numbers. Requests made on earlier forms using other account numbers will be returned unprocessed and unpaid to the requester.