

DISBURSEMENT VOUCHER

Attach Receipts and Place in Treasure's Mailbox in Church Office			
Make Check Payable To:			
Address:			
City/State/Zip			
Charge the following Accounts in the Amount of			\$
Account #	Name of Expense Line	Description of Purchase	Amount
			\$
			\$
			\$
			\$
Purchaser:			TOTAL (must equal amount of check requested) \$
Workarea:		Chairperson:	
Expense vouchers are the responsibility of Workarea Chairperson to sign..			
Capital Expense		Operating Expense Cont.	
5.211.12	Payment on Mortgage/Loan	5.232.10	Maint Church Buildings
5.212.10	Lease - New Equipment	5.232.20	Church Grounds
		5.232.30	Maint Parsonage
		5.232.40	Equipment Maintenance
		5.232.50	Musical Instruments
		5.232.60	Church Bus
		5.232.70	Cleaning & Kitchen Supplies
		5.232.80	Contract Janitorial
		5.233.10	Property and Liability Ins.
		5.234.10	Utility Electric
		5.234.20	Utility Gas
		5.234.30	Telephone
		5.234.40	Water
		5.234.50	Disposal Service
		5.235.20	Annual Corporation Tax
		5.235.30	Computer Software
		5.235.40	Sam's Club Membership
		5.236.10	Contingency Fund
		5.241.20	Pastors Utilities
		5.242.10	Pastor's Accountable Reim.
		5.243.10	Pulpit Supply
			Designated Funds
5.222.10	Evangelism Programs	5.330.02	New Seekers S S Class
5.222.50	Internet Services	5.330.03	New Spirits S.S. Class
5.223.10	Nurture and Care	5.330.04	Joy SS Class
5.223.12	Congregation Care	5.330.05	Missions
5.223.15	Congregational Support Material	5.330.08	Festival - Missions
5.223.20	Health and Welfare	5.330.10	Festival - Trustees
5.223.30	Church-wide Retreat	5.330.31	Foreign Mission Trip Exp.
5.224.10	Community Care Fellowship	5.330.35	Landscaping
5.224.96	Global Outreach (GIC)	5.330.44	Special Offerings
5.225.10	Stewardship	5.330.69	Masters Scholarship
5.226.10	Printed/Recorded Music	5.330.73	Memorials
5.226.15	Christian Copyright License	5.330.84	Epworth Youth
5.226.20	Worship Supplies	5.330.96	Jerusalem
5.226.40	Flowers for the Sanctuary	5.330.97	Judea
5.227.10	Christian Social Concerns	5.330.98	Samaria
5.228.10	Administrative Council Expense	5.330.99	End of the Earth
	Operating Expense		Office Use Only
5.231.10	Postage, Printing, Office Supl.	Amount	
5.231.20	Copier Lease Expense	Date	
5.231.40	Annual Financial Audit	Account #	
5.231.50	Safe Deposit Box Rental	Check #	