

VOUCHER REQUEST

DATE \_\_\_\_\_

PAYEE NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAPITAL ITEM:  
YES \_\_\_\_\_  
NO \_\_\_\_\_

TAKEN OUT OF: ACCOUNT NUMBER(S)	AMOUNT	Special Notes:
_____	_____	
_____	_____	
_____	_____	
_____	_____	

TOTAL AMOUNT OF CHECK TO BE WRITTEN: \$ \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
CHAIRPERSON OF FUND OR PASTOR OR BOTH

- |            |                         |      |                      |
|------------|-------------------------|------|----------------------|
| <b>NO.</b> | <b>OUTREACH</b>         | 5512 | Youth Transportation |
| 5141       | Communications          | 5522 | Worship Supplies     |
| 5142       | Hospitality             | 5523 | Flowers              |
| 5143       | Outreach & Advocacy     | 5531 | Education Supplies   |
| 5144       | Web Site                | 5532 | Upper Room           |
| 5147       | Evangelism              | 5533 | Nursery Care/Supply  |
|            |                         | 5541 | Enrich-Children      |
|            | <b>STAFF</b>            | 5542 | Enrich-Golden Pines  |
| 5215       | Pastor's Prof Exp       | 5543 | Enrich-Young Adults  |
| 5218       | Pastor's Travel         | 5544 | Enrich-Sports        |
| 5222       | Ed. Asst Travel         | 5545 | Churchwide Events    |
| 5223       | Ed Asst CE              | 5546 | Enrich-Mother/Child  |
| 5225       | Youth Dir Travel        | 5570 | Congregational Care  |
| 5226       | Youth Dir CE            | 5580 | Drama Ministry       |
| 5230       | Music Dept CE           | 5590 | Church School Lit    |
| 5231       | Pastor CE               | 5600 | Music All Choirs     |
| 5233       | Music Dir Travel        | 5610 | Music Camp           |
| 5234       | Assoc Pastor Travel     | 5620 | Visions/Retreat      |
| 5235       | Assoc Pastor Prof Exp   | 5630 | Stewardship          |
| 5240       | Staff Substitutes       | 5640 | Finance              |
| 5270       | Pulpit Supply           | 5650 | Office Supplies      |
| 5271       | Contractor Nursery Care | 5651 | Internet Access      |
|            |                         | 5660 | Church-wide meals    |
|            |                         | 5670 | Stephen Ministry     |
|            |                         | 5680 | Golden Pines Trans   |

- GOD'S HOUSE**
- 5320 Church Maintenance
  - 5340 Insurance
  - 5350 Janitorial Supplies
  - 5360 Van Maintenance
  - 5370 HVAC Service Contract
  - 5380 Grounds Maintenance
  - 5390 Copier Maint/Sup
  - 5400 Other Equipment/Sup
  - 5410 Cleaning Services
  - 5420 Pest Control

Special Love Offering Accts:  
\_\_\_\_\_

Special Accounts:  
\_\_\_\_\_

<p>TO BE COMPLETED BY CHURCH TREASURER:</p> <p>Pmt Type: <input type="checkbox"/> Check    <input type="checkbox"/> Online Banking</p> <p>Check \$ Amount: _____</p> <p>Check Date: _____</p> <p>Check # _____</p>
--

- NO. CHURCH PROGRAMS**
- 5511 Youth Ministry