

## EXPENDITURE REQUEST

**Instructions:**

1. Approval signatures must be obtained **PRIOR to PURCHASE, PLACEMENT of ORDER or COMMITMENT of FUNDS.**
2. Please ensure your committee is consulted before requesting any items that are not on the approved annual budget.
3. Checks **will not** be issued for reimbursement and expenditures without this completed form and accompanying receipts. Approvals are not required for standing literature orders, payroll or utilities.

Date:	Requested By:	Make Check(s) Payable To:
Briefly Describe Reason for Expenditure:		

I have verified monies are available in my departmental/area budget.

Account Number	Account Title (See Back)	Amount
<small>Note: See reverse side for listing of account numbers &amp; titles. If unsure of which account to charge, please contact Secretary or Stewardship.</small>		<b>TOTAL AMOUNT</b>

**Approvals Required:**

Approved on Annual Budget	Amount Less than \$500	Director and/or Chairperson
	More than \$500 or exceeds 25% of Department Annual Budget	Director and/or Chairperson and Stewardship Committee
Not Approved on Annual Budget	Less than \$1000	Director and/or Chairperson and Stewardship Committee
	\$1,000 or greater (See Note 1)	Director and/or Chairperson and Stewardship Committee and Approval at Business Meeting

**Approvals:**

Director/Committee Chair	Date
Stewardship Chair	Date
Church Clerk	Approved at Business Meeting Date

**Note: In the event of an equipment failure or facilities damage where immediate attention is required, Properties and Stewardship may approve the expenditure. If time permits, two estimate will be obtained.**

# EXPENDITURE REQUEST

## Account Numbers and Descriptions 2019

### MISSIONS

700010 - Cooperative Program  
700020 - Associational Missions  
700030 - Samaritan Shoeboxes  
700036 - Compassionate Hope  
700037 - Pregnancy Center  
700038 - Food Pantry  
700050 - Body & Soul Ministries  
700060 - Mission Trips  
700080 - Impact  
700085 - Engage

### PULPIT SUPPLY/REVIVALS

751000 - Pulpit Supply

### PERSONNEL

820200 - Staff Appreciation Gifts  
820700 - Staff Vacation Supply  
820900 - Event Media

#### Personnel - Pastor

800040 - Retirement - Pastor  
800050 - Insurance (D/V) - Pastor  
800051 - Life Insurance - Pastor  
800052 - Disability Insurance - Pastor  
800053 - Health Savings Acct - Pastor  
830100 - Reimbursables - Pastor

#### Personnel - Assoc Pastor of Fa

801025 - Health Saving Acct - APF  
801040 - Retirement - APF  
801050 - Insurance (D/V) - APF  
801051 - Life Insurance - APF  
801052 - Disability Insurance - APF  
830041 - Reimbursables - APF

#### Personnel - Secretary

803005 - Secretary - Training

### HOSPITALITY

752000 - Homecoming/Anniversaries  
850000 - Usher/Greeter  
850010 - Church Social Activities  
850015 - Grief Ministry

### PROPERTIES/BUILDING & GROUNDS

860000 - Custodial Supplies  
860010 - Utilities  
860015 - Garbage Pickup  
860020 - Property Insurance  
860025 - Vehicle Expenses  
860030 - Repairs and Supplies  
860040 - Pest Control  
860050 - Equipment  
860052 - Landscaping  
860060 - Mowing/Lawn Maintenance  
860070 - Playground  
860075 - Safety Team Recommendations

### ADMINISTRATIVE

870010 - Postage  
870030 - Office Supplies  
870040 - Copier Maintenance  
870050 - Bulletins  
870052 - ACS Technical Support  
870090 - Miscellaneous Administrative

### ADULT MINISTRY

#### Discipleship

910000 - Adult Discipleship Literature  
910010 - Adult D.T. Supplies & Equip

#### Missions

915025 - Women On Mission  
920000 - Men's Ministry  
920020 - Mission Projects

#### Sunday School

900000 - Adult SS Literature  
900010 - Adult SS Supplies  
900040 - Senior Ministry

### CHILDREN'S MINISTRY

#### Discipleship

910030 - Bible Drill

#### Missions

915010 - Girls in Action  
920010 - Royal Ambassadors

#### Sunday School

900001 - Children's SS Literature  
900011 - Children's SS Supplies/Ministry

#### PRE-SCHOOL MINISTRY

#### Sunday School

900002 - Preschool SS/MF Literature  
900012 - Preschool SS Supplies/Ministry

### EVANGELISM

870000 - Advertising  
870060 - Evangelism/Tracts, Videos, Etc.  
870065 - Right Now Media  
870085 - Recreation Outreach  
880010 - New Member Orientation  
880020 - Rally @ the Ridge  
880070 - Thanksgiving Luncheon  
930000 - Vacation Bible School  
930050 - Fall Festival

### YOUTH

900028 - College Literature  
900029 - College Retreat  
900030 - College Events/Outreach  
925050 - Youth Activities  
925060 - Youth Camps  
925085 - Youth Literature

### MUSIC/WORSHIP

870015 - Internet  
935000 - Audio/Visual New Equipment  
935010 - Audio/Visual Supplies  
940000 - Music Literature/Supplies  
940005 - Conference - Worship Leader  
940010 - Music Equipment Maintenance  
940040 - CCLI License  
950000 - CVLI License

### DEACONS

945000 - Communion Service  
945010 - Deacon Postage & Subscriptions  
945020 - Deacon Retreat  
945040 - Deacon Benevolence

### MISCELLANEOUS/CLEARING ACCT

860090 - Capital Expenditures Account  
990000 - Miscellaneous  
990500 - Background Checks  
990900 - e-Giving Expenses

### TEMPORARY RESTRICTED

230010 - Annie Armstrong Offering  
230020 - Lottie Moon Offering  
230030 - Golden State Offering  
230040 - Mothers' Day Offering  
230050 - Mission Trip Offering  
230060 - Love Offerings  
230080 - 1church  
500061 - Special Fund  
700055 - International Missions  
870070 - Spanish Ministry  
999001 - Recreation  
999002 - Vehicle Fund  
999012 - Flower Fund  
999015 - Ministry Retreats  
999020 - WOM Promotionals  
999030 - Church Promotionals  
999095 - Restricted Capital  
999100 - Year End Carry-Over Expenses

### WEEKDAY PRESCHOOL ACCOUNTS

600010 - WDP Registration/Mtls & Supplies  
600020 - WDP Tuition/Operating Expenses