

NAME _____

DATE _____

ADDRESS _____

TELEPHONE _____

List expenses, budget categories and amounts below. If you have an invoice needing payment, please include due date and mailing address. If you used the Church's credit card, turn in charge slip and indicate if items have been received - no reason to pay for items until received.

Receipts must be attached.

Expense Categories on the back.

EXPENSE INCURRED	BUDGET ACCOUNT #	AMOUNT
TOTAL		

APPROVAL BY COMMITTEE CHAIR

I hereby approve this request for payment to _____
for expenses incurred in above budget categories on behalf of Good Shepherd United Church of Christ.

Ministry Steward Signature _____

Date Processed _____

Amount Paid _____

How Paid _____

Date Check should arrive _____

Approved by the Treasurer _____

Selected Good Shepherd UCC Budget Expense Categories

CATEGORY	CODE	CATEGORY	CODE
FAITH FORMATION		CONGREGATIONAL CARE	
CE Miscellaneous	5.050.010	Congregational Care Supplies	5.150.023
Children/Youth Minister	5.050.015		
Youth Director Auto Allowance	5.050.016	RELATIONSHIP	
Youth Director Ed. Allowance	5.050.017	All Kitchen Supplies	5.200.010
Youth Director Misc. Bus. Exp.	5.050.018		
Sunday School Materials	5.050.020	MISSION & OUTREACH	
Childrens' Activities	5.050.025	ONA	5.150.025
Adult Classes	5.050.040	Mission & Outreach Misc.	5.250.020
Youth	5.050.045	Newsletter Production	5.250.040
Child Care	5.050.050	Social Min. Miscellaneous	5.400.040
		Carrying Place	5.400.060
CHURCH COUNCIL		Habitat for Humanity	5.400.065
Safe Church	5.100.010	Caring for Creation	5.400.070
Church Conf & Meetings	5.100.015	Dorcas Ministries	5.400.090
Council Discretionary Fund	5.100.020	Service Projects	5.400.100
Gift Fund	5.100.040	IAF (One Wake)	5.400.110
Internet Access	5.100.050	Childfund International	5.400.110
Office Supplies	5.100.060		
Copier/Printing	5.100.065	STAFF RELATIONS:	
Office Telephone	5.100.070	Pastor/Deacon Emergency Fund	5.300.030
Administrative Assistant	5.100.090	Pastor Auto Allowance	5.300.040
Software Maintenance/ License	5.100.100	Pastor Education Allowance	5.300.060
Southern Conference ENC Assoc.	5.100.120	Pastor Misc. Business Expenses	5.300.080
Operating Fund Drive Expenses	5.450.080	Assoc. Pastor Ed. Allowance	5.300.310
		Assoc. Pastor Auto Allowance	5.300.320
		Assoc. Pastor Misc. Bus. Expenses	5.300.330
WORSHIP		PROPERTIES MINISTRY	
Worship Misc. Expenses	5.150.020	Building Improvements	5.350.010
Music Materials	5.150.030	Building Maintenance Projects	5.350.020
Music Equipment	5.150.032	Custodial Supplies	5.350.030
Music: Piano Tuning	5.150.050	Custodial Services	5.350.040
Music: Special Guests	5.150.060	Grounds Maintenance	5.350.060
		Other Misc. Expenses	5.350.080
		HVAC Service / Maintenance	5.350.090
		Technology	5.350.091
		Safety & Security	5.350.120