

Operating Account

Episcopal Church of the Redeemer Check Request Form

(Please attach receipts to this request form)

Payee: _____

Address: _____

Vendor ID: _____

Description	Account Number	Amount

Requested by: _____

Date: _____

Approved by: _____

Date Paid: _____

Check # _____

Operating Account

Other Personnel Costs

- 1-500400 - Supply Pastor Costs
- 1-500401 - Search Committee Expenses
- 1-500402 - Relocation Expense
- 1-500403 - Transition Consulting Costs
- 1-500404 - Clergy Continuing Education
- 1-500405 - Expense Reimbursement

Office Expenses

- 1-500500 - Office Supplies
- 1-500501 - Copier Costs
- 1-500502 - Computer Software
- 1-500503 - Computer Hardware
- 1-500504 - Communications
- 1-500505 - Bank Fees
- 1-500506 - Property and GL Insurance
- 1-500507 - Vestry Activities
- 1-500508 - Postage
- 1-500509 - Payroll Processing Fees
- 1-500510 - Church Activities
- 1-500511 - Accounting Fees
- 1-500513 - Miscellaneous Office Expenses
- 1-500514 - Sales Taxes

Other Admin. Expenses

- 1-500530 - Interest Expense
- 1-500540 - Stewardship Committee
- 1-500550 - Diocesan Assessment
- 1-500560 - Amortization Expense

Building & Grounds

- 1-500700 - Grounds Maintenance
- 1-500720 - Building Maintenance
- 1-500721 - Plumbing
- 1-500722 - Electrical
- 1-500723 - HVAC
- 1-500724 - Janitorial Services and Supplies
- 1-500725 - Miscellaneous Expense
- 1-500726 - Depreciation Expense

Utilities

- 1-500800 - Electricity
- 1-500801 - Natural Gas
- 1-500802 - Telephone
- 1-500803 - Trash Collection
- 1-500804 - Water & Sewer

Christian Spiritual Formation

- 1-510001 - Misc. CSF
- 1-510002 - Vacation Bible School
- 1-510003 - Rite 13
- 1-510004 - Nursery
- 1-510005 - Nursery Staff
- 1-510006 - REACH
- 1-510007 - Youth Director Expenses
- 1-510008 - J2A
- 1-510009 - Adult Programs
- 1-510010 - Sunday School
- 1-510011 - EYC
- 1-510012 - Parish Library

Worship

- 1-520001 - Altar Guild
- 1-520002 - Flower Guild
- 1-520003 - Musicians
- 1-520004 - Instruments
- 1-520005 - Gallery Choir
- 1-520006 - Children's Choir
- 1-520007 - Miscellaneous Worship
- 1-520008 - Childrens Chapel

Outreach

- 1-530001 - Miscellaneous Outreach

Parish Life

- 1-540001 - Kitchen Supplies
- 1-540002 - Receptions
- 1-540003 - Fellowship Events Expenses
- 1-540004 - Hospitality& Evangelism
- 1-540005 - Receipts from fellowship events

Pastoral Care

- 1-550001 - Miscellaneous Pastoral Care Exp

Fill out the opposite side of this form using the list of accounts listed above. Once complete and approved by appropriate vestry member, please turn into the church office. Thank you!