

GRACE EPISCOPAL CHURCH -- CHECK REQUEST FORM

- Vendor Invoice (Mail check to payee)
- In-kind donation (Record tax deductible contribution in Breeze)
- Reimbursement (Mail check to payee)
- (Staff only) Hand deliver check to: _____

Today's Date (Submission Date) _____

Vendor/Payee _____
 (If New Commercial Payee or Vendor You Must Attach Completed W-9 Form)

Address _____

| | |
|--|-----------------|
| Finance Office & Staff ONLY | |
| <input type="checkbox"/> QBO/Check Date: _____ | |
| <input type="checkbox"/> Vendor W-9 on file | |
| GES: <input type="checkbox"/> Yes <input type="checkbox"/> No | Initials: _____ |
| _____ | |
| _____ | |
| _____ | |

Due Date _____

Invoice Number _____

To ensure timely processing of requests please include a budget account and explanation of all charges. Reimbursement requests must include copies of receipts verifying personal payment of charges.

| Budget Acct. # | Account Name | Amount | EXPLANATION OF EXPENSE |
|----------------|------------------|--------|------------------------|
| | | | |
| | | | |
| | | | |
| | CHECK DUE | \$ | |

Approval _____ Date _____

Expenses must be approved by either the Church Staff Member or Vestry Liaison:

| | | | |
|---|---|--|---|
| Commonly Used Budget Accounts (see Finance manual for full list) | <p>WORSHIP <u>Operating Budget Accounts:</u> 5.00.01 Supply Organist – <i>Music Dir.</i> 5.00.02 Choir Supplies – <i>Music Dir.</i> 5.00.05 La Gracia Worship – <i>SR</i> 5.00.06 Music Licensing Dues – <i>Music Dir.</i> 5.00.08 Instrument Maint. – <i>Music Dir.</i></p> <p>Restricted Fund Accounts: 8012 Music Fund – <i>Music Dir.</i> 8011 Heinze Singer Fund. – <i>Music Dir.</i> 8004 Flower Fund – <i>Doelp/Altar Guild</i> 8002 Altar Fund – <i>SR/Legere/Altar Guild</i></p> | <p>OTHER CHURCH MINISTRIES <u>Operating Budget Accounts:</u> 5.06.10 Fellowship Programs – <i>EB</i> 5.08.00 Evangelism – <i>SR</i> 5.08.02 Website – <i>KH</i> 5.08.03 AV and Streaming – <i>KH</i> 5.09.00 Pastoral Care Expenses – <i>SR</i></p> <p>Restricted Fund Accounts: 8021 Shrine Mont Retreat* <i>EB, Coordinator</i></p> | <p>PLANT AND PROPERTY <i>Church Staff: Kevin Hamilton</i> <u>Operating Budget Accounts:</u> 5.11.05 Grounds Maintenance 5.11.06 Electricity 5.11.07 Gas 5.11.08 Water & Sewage 5.11.09 Trash & Recycling 5.11.10 Phone/Internet 5.11.16 Pest Control 5.11.17 Elevator Maint. 5.11.18 Fire & Security 5.11.20 Cleaning Supplies 5.11.24 Other Repairs/Supplies</p> |
| | <p>OUTREACH <u>Operating Budget Accounts:</u> 5.04.02 Local Outreach – <i>SR, Pease</i></p> <p>Restricted Fund Accounts: 8005 Food Pantry – <i>SR, Pease</i> 8007 La Gracia – <i>SR</i> 8015 Haiti – <i>SR, Pease</i> 8016 Local Outreach – <i>SR, Pease</i></p> | <p>CHRISTIAN EDUCATION <u>Operating Budget Accounts:</u> 5.03.01 Adult Education – <i>JM</i> 5.03.03 Nursery Supplies – <i>EB</i> 5.03.04 Christian Education Supplies – <i>EB</i> 5.05.00 Youth Programs – <i>EB</i> 5.03.07 Spiritual Retreat – <i>JM</i></p> | <p>ADMINISTRATION <i>Church Staff: Kevin Hamilton</i> <u>Operating Budget Accounts:</u> 5.12.01 Office Supplies 5.12.02 Copier Lease 5.12.04 Postage 5.12.07 Computer/Tech Expenses</p> |
| SR = Santi Rodriguez EB = Emma Brice JM = Jenny Montgomery KH = Kevin Hamilton | | | |