

Saint Matthew's Episcopal Church

Check Request Form

Check One of the Following :

Date : _____

☐ Delivery Receipt / Hold
for Vendor's Billing

☐ Personal Reimbursement
- Non budgeted items
require 2 signatures

☐ Payment to
Vendor

☐ Church credit card -
Receipt MUST be
attached !!

Make Check Payable to :

In the Amount of :

Name: _____ \$ _____

Address: _____

Address: _____

City/State _____ Zip _____

Item(s) or Service(s) Purchased :

Account Name : _____

Account #

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*** See reverse side for list of common accounts

☐ Operations

☐ Capital

☐ Restricted

☐ Endowment

Receipt Attached : ☐ Yes ☐ No /Because ? _____

Purchased by: _____ Submitted by : _____

***** Note: Check requests for non-budgeted items require 2 signatures *****

SPECIAL INSTRUCTIONS: _____

FOR OFFICE USE ONLY

Approved by Business Mngr: _____ Date _____

Other Approval: _____ Date _____

Account Number	Description	Account Number	Description
532100	Adult Rel Educ	511090	Music Expense
512000	Altar Guild	511080	Music Library
582010	Building Maintenance	570332	Music Ministry Contract Services
531000	Children's Ministry Expenses	535050	Nursery Expenses
570900	Clergy Continuing Educ	572100	Office Miscellaneous
575010	Clergy Travel Expense	572010	Office Supplies
578150	Communications - Print	501030	Outreach Programs
578130	Communications - Web / Internet	572040	Postage
540070	Community of Hope Training	501020	SAC
572050	Computer Maint & Supplies	581010	Sexton Supplies & Equip.
572045	Copier Lease, Maint & Supplies	511085	Sound System
589110	Council and Convocation	550000	Stewardship
579000	Dues and Subscriptions	531200	VBS Expenses
512100	Flower Guild	533100	Youth Programs
531310	Forming Families	589250	Kitchen Expense - Labor costs (Revenue Events)
582020	Grounds Maintenance	589300	Kitchen Expense - Food Costs (Revenue Events)
511075	Instr. Maint. & Repair	589310	Kitchen Expense - Non Food / Supplies / Coffee
520110	Invite/Welcome/Connect	589240	Kitchen Expense - Receptions (no Revenue)
570901	Ministry Staff Continuing Education		

805170	Adult Education Materials
805195	Angel Tree
806130	BOSA Misc Programs
805117	Caritas Fund Collections
805217	Cooking for Caritas
806105	DOK Local Dues
805165	ECW Other Programs
805161	ECW Outreach
805160	ECW Retreat
805163	ECW Women's Story Circle
805132	Endowment Project Funds
805107	Heifer Project
805110	Interfaith Hospitality Network
805126	Invitation Welcome Connection
806109	Men's Groups/Holy Smokers
806120	Men's Prayer Breakfast
805191	MPAC
806112	Music Ministry - Spcl Gifts
805124	Music Projects
805162	Prayer Shawl Ministry
805177	Soul Musician Operations
805176	Soul Musician Promotions 2016
805122	Youth Mission Trip
805123	Youth Special

Modified 5/12/16