Trinity Baptist Church

_____Date ☐ Check Request ☐ Credit Card Use

Please submit receipt/invoice with this request within a month of purchase

Payee/User: _____

Authorized Signature: _____

Title: _____

Date	Purchase Summary	Cost $	Account #	Class #

Date	Purchase Summary	Cost $	Account #	Class #

Date	Purchase Summary	Cost $	Account #	Class #

Total: _____

Check Date: _____

Check #: _____

Confirmation #: _____

Account #s

5500 Ministry Expenses (Use with any Class - not 910)	5600 Office Expense (Use Class 910)	5800 Facilities Expenses (Use Class 910)
5520 Counseling	**5610** Website/Software Charges	**5805** Carpet Cleaning
5525 Counseling Training	**5625** Copiers Contract/Repair	**5810** Cleaning Supplies
5530 Curriculum	**5640** Office Supplies: Print	**5812** Disposable Paper/Plasticware
5540 Food/Snacks	**5650** Office Supplies: General	**5813** Kitchen Supplies
5550 Supplies/Crafts	**5680** Security	**5814** Medical Supplies
5570 Registration Fees	**5685** Background Checks	**5816** Decorations
5571 Events		**5820** Repairs & Maintenance
5575 Worship Expenses	**1770** Computer Upgrades	**5822** Renovations
5580 Small Equipment		**5825** Landscaping & Grounds
5590 Digital Media		**5830** Fees & Inspections
5595 Videographer		

Class #s

100 Trinity Kids	200 Trinity Students	300 Discipleship
101 Sunday School, Kids Church	**201** Administration	**305** Parent Training
110 Nursery Equip/Supplies	**205** Discipleship	**310** Marriage
115 Special Events	**210** Evangelism	**315** Resource/Training
120 Events	**215** Fellowship	**320** RightNow Media
122 Volunteer Care & Training	**220** Leaders	**325** Stephen Ministry
125 General	**230** Serve	**330** Worship AV
750 VBS/Kids Camp	**235** Summer Missions	**335** Worship Communion
	240 Fellowship Hall Improvement	**340** Silver and Gold
	242 Fall Retreat	
	243 Winter Retreat	**600 Global Outreach**
	244 Spring Retreat	
	245 Leader Mission Trip Expenses	**700 Mercy**
400 Multiplication		**701** Mercy Fund
410 Resources & Materials	**450 Assimilation**	**710** Deacon Mercy
420 Leadership & Development	**455** Resources & Materials	**720** Deacon Service
430 Vision 75	**460** Connection Fellowship	
440 Trinity 75		**800 Food Pantry**