



Check Request/Credit Card Use

_____Date ☐ Check Request ☐ Credit Card Use

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

Payee/User: _____

Authorized Signature: _____

Title: _____

Year:	Purchase Summary	Cost \$	Account #	Class #
/	Vendor: Purchases:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			
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Check Date: _____. Total: _____

Check #: _____

Confirmation #: _____



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Ministry Expenses

Start with the 4-digit account number from the left, then choose the 3 digit ministry class number

Account

5500 Ministry Expenses
(Use with any Class - not 910)

5520 Counseling

5525 Counseling Training

5530 Curriculum

5540 Food/Snacks

5550 Supplies/Crafts/Printing

5570 Registration Fees

5571 Events

5575 Worship Expenses

5580 Small Equipment

5590 Digital Media

Class

100 Trinity Kids

101 Sunday School, Kids Church

110 Nursery Equip/Supplies

115 Special Events

120 Events

122 Volunteer Care & Training

125 General

750 VBS/Kids Camp

400 Multiplication

410 Resources & Materials

420 Leadership & Development

450 Assimilation

455 Resources & Materials

460 Connection Fellowship

475 Night in Bethlehem

200 Trinity Students

201 Administration

205 Discipleship

210 Evangelism

215 Fellowship

220 Leaders

230 Serve

235 Summer Missions

240 Fellowship Hall Improvement

242 Fall Retreat

243 Winter Retreat

244 Spring Retreat

245 Leader Mission Trip Expenses

300 Discipleship

305 Parent Training

310 Marriage

315 Resource/Training

320 RightNow Media

325 Stephen Ministry

330 Worship AV

335 Worship Communion

340 Silver and Gold

350 Counseling

600 Global Outreach

700 Mercy

701 Mercy Fund

710 Community In Action

720 Deacon Service

800 Food Pantry

Office & Facility Expenses

Choose the account number and use class 910

Account

5600 Office Expense
(Use Class 910)

5610 Website/Software Charges

5625 Copiers Contract/Repair

5640 Office Supplies: Print

5650 Office Supplies: General

5680 Security

5685 Background Checks

5817 Berevement

5820 Repairs & Maintenance

5822 Renovations

5825 Landscaping & Grounds

5830 Fees & Inspections

33 Lund Rd Nashua, NH 03060 (603) 883-5764 trinitynh.org church@trinitynh.org



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