# 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:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |
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| / | Vendor:<br>Purchases: | | | |

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| / | Vendor:<br>Purchases: | | | |
| / | Vendor:<br>Purchases: | | | |

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

**Office & Facility Expenses**
Choose the account number for class 910

**Account**

| 5500 Ministry Expenses |
|---|
| **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 |
| **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 Elders & Deacons |
|---|
| **701** Mercy Fund |
| **710** Community In Action |
| **720** Deacon Service |

| 800 Food Pantry |
|---|

**Account**

| 5600 Office Expense | 5800 Facilities Expenses |
|---|---|
| **5610** Website/Software Charges | **5805** Carpet Cleaning |
| **5625** Copiers Contract/Repair | **5810** Cleaning Supplies |
| **5640** Office Supplies: Print | **5812** Disposable Paper/Plasticware |
| **5650** Office Supplies: General | **5813** Kitchen Supplies |
| **5680** Security | **5814** Medical Supplies |
| **5685** Background Checks | **5816** Decorations |
| | **5817** Berevement |
| **1770** Computer Upgrades | **5820** Repairs & Maintenance |
| | **5822** Renovations |
| | **5825** Landscaping & Grounds |
| | **5830** Fees & Inspections |

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| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Class # | | | | | | | | | | | |
| Account # | | | | | | | | | | | |
| Cost $ | | | | | | | | | | | |
| Purchase Summary | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: | Vendor:<br>Purchases: |
| **Year:** | / | / | / | / | / | / | / | / | / | / | / |

Total: _____

Check Date: _____

Check #: _____

Confirmation #: _____