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:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			
/	Vendor: Purchases:			

Check Date: _____. Total: _____

Check #: _____

Confirmation #: _____

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Check Date: _____. Total: _____

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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
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

Office & Facility Expenses

Choose the account number for class 910

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

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

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