

Wauwatosa Presbyterian Church Check Request

PLEASE READ CAREFULLY!

Please complete this form and attach **proof of purchase** for all items and provide the correct **account #(s)** from the back of this form. All requests **must be signed** by the Committee Elder. When complete, put form in the "Check Request" mailbox in the church office. Any questions? Ask the Office Manager or Treasurer. Thank you!

NOTE: If requesting for yourself/family member, or for an expenditure over \$1500, you also need the additional signature of a Co-Pastor, Treasurer, or Chair of Finance Committee.**

PAYABLE TO: Name _____

Address _____

SPECIAL INSTRUCTIONS: _____

Account #	Description of Items and their Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL AMOUNT: _____

Your Name _____ **Signature** _____ **Date** _____

Signature of Committee Elder _____ **Position** _____ **Date** _____

****Additional Signature (if required)** _____ **Position** _____ **Date** _____

For Office Use Only: Check # _____ Date _____

Notes: _____

PERSONNEL

- 5.1.101 Pastor R Pension
- 5.1.102 Pastor R 403b Contribution
- 5.1.103 Pastor R Housing Allowance
- 5.1.104 Pastor R Car Allowance
- 5.1.105 Pastor R Medical Allowance
- 5.1.106 Pastor R Continuing Ed
- 5.1.107 Pastor R Professional
- 5.1.111 Pastor R Soc Sec Offset

- 5.1.211 Pastor S Pension
- 5.1.212 Pastor S 403b Contribution
- 5.1.213 Pastor S Housing Allowance
- 5.1.214 Pastor S Car Allowance
- 5.1.215 Pastor S Medical Allowance
- 5.1.216 Pastor S Continuing Ed
- 5.1.217 Pastor S Professional
- 5.1.222 Pastor S Soc Sec Offset

- 5.1.302 Custodian Car Allowance
- 5.1.304 Health Insurance Premiums
- 5.1.305 Staff Continuing Education
- 5.1.307 Substitute Organist
- 5.1.308 Officer Resources
- 5.1.600 Personnel Committee

OFFICE EXPENSES

- 5.1.501 Postage/Mailing
- 5.1.502 Outside Printing
- 5.1.503 Paper Supplies
- 5.1.504 Offering Envelopes/EFT
- 5.1.505 Office Supplies
- 5.1.506 Copier
- 5.1.507 Computer
- 5.1.508 Church Telephone
- 5.1.509 Office Equipment
- 5.1.510 Other Office

MEMBERSHIP

- 5.6.001 Membership Advertising
- 5.6.002 Membership Expense
- 5.6.003 Web Site Administration

BUILDINGS & GROUNDS

- 5.2.101 Church Utilities - Gas
- 5.2.102 Church Utilities - Electricity
- 5.2.103 Church Utilities - Water/Sewer
- 5.2.104 Church Utilities - Trash
- 5.2.105 Church Utilities - Snow Removal
- 5.2.106 Church Utilities - Lawn Care
- 5.2.200 Property & Liability Insurance
- 5.2.301 R & M - Heating
- 5.2.302 R & M - Air Conditioning
- 5.2.303 R & M - Elevator
- 5.2.304 R & M - Equipment
- 5.2.305 R & M - Bldg. & Grounds
- 5.2.306 R & M - Memorial Garden
- 5.2.400 Janitorial Supplies
- 5.2.107 Fire Monitoring

MISSION

- 5.3.101 Mission Quarterly - G.A.
- 5.3.102 Mission Quarterly - Synod
- 5.3.103 Mission Quarterly - Presbytery
- 5.3.201 Mission Quarterly - Per Capita
- 5.3.202 Mission Gift Expenditures
- 5.3.203 Mission Expenses

CHRISTIAN EDUCATION

- 5.4.101 Curriculum Materials & Bibles
- 5.4.102 Christian Ed. Supplies
- 5.4.103 Christian Ed. Equipment
- 5.4.104 Leadership and Development
- 5.4.105 Christian Ed. Scholarships
- 5.4.201 Youth Music
- 5.4.202 Vacation Bible School
- 5.4.203 Middle School Youth
- 5.4.204 Senior High Youth
- 5.4.205 Library
- 5.4.300 Adult Enrichment

WORSHIP

- 5.5.001 Instrumental/Choir Music
- 5.5.002 Bell Choir
- 5.5.003 Soloist
- 5.5.004 Guest Speaker
- 5.5.005 Drama
- 5.5.006 Worship Equipment
- 5.5.007 Misc. Worship
- 5.5.008 Fine Arts
- 5.5.009 Conference Scholarship
- 5.5.010 Flowers
- 5.5.011 ASL

FELLOWSHIP

- 5.8.001 Congregational Life
- 5.8.002 Kitchen Supplies
- 5.8.003 Personal Care
- 5.8.004 Funeral Expenses
- 5.8.103 Itty Bitty Committee

STEWARDSHIP

- 5.9.100 Stewardship

FUND ACCOUNTS (non-budgeted)

- RF01.00 - Endowment
- RF02.00 - Yoder Scholarship
- RF03.00 - WPC Scholarship

- RF10.00 - Pastor Study Carryover
- RF11.00 - Pastor's Discretionary

- RF20.00 - Special Designation (specify project)

- RF31.00 - Memorial Fund
- RF32.00 - Memorial Garden

- Knitting, Quilting, Retreats:
- RF45.00 - Spiritual Life

- RF50.00 - Mission/Endowment
- RF52.00 - Mission OGHS
- RF53.00 - Mission Christmas Joy
- RF54.00 - Mission Peace (PCUSA funds)
- RF54.99 - Mission Peace (WPC funds)*
- RF55.00 - Mission Pentecost (PCUSA funds)
- RF55.99 - Mission Pentecost (WPC funds)*
- RF56.00 - Mission Children's Mission

- RF60.00 - Bell Choir Fund

- RF70.00 - Thursday Night Live (Fellowship)
- RF71.00 - Over 55's Fund (Fellowship)
- RF73.00 - Farmers' Market (Adult Enrichment)

- RF99.00 - Contingency Fund