

St. Peter's United Church of Christ Disbursement Voucher for Checks

Please attach Receipt or Invoice

Prepared by: _____ Date Prepared: _____ Date Needed: _____

Make Check Payable to: _____

Address: _____

Purpose of Payment: _____ Amount of Payment: _____

Account Number: _____ *See account numbers below*

Authorized by: _____ Date Authorized: _____

- Note:**
- * Vouchers can be filled out by anyone.
 - * Vouchers submitted must be authorized by the appropriate Team Leader, Executive Officer, or Pastor.
 - * Vouchers cannot be authorized by person receiving the check.
 - * All amounts greater than \$5,000 must have two authorized signatures.

GENERAL FUND

Personnel 8113 Pastor Auto Reimburse 8115 Pastor Continuing Educ 8116 Professional Expenses 8123 Assoc Pastor Auto Reimburse 8125 Assoc Pastor Continuing Educ 8126 Assoc Pastor Professional Exp 8143 Continuing Education, Staff 8146 Guest Preachers Office Expenses 8210 Postage 8220 Office Supplies 8230 Office, Misc.	Utilities 3310 Natural Gas 3320 Electricity 3330 Water/Sewer 3340 Trash Pick-Up Maintenance Contracts 3410 Lawn Care 3420 Snow Removal 3430 Mulch/Landscaping 3440 Fire Extinguishers 3450 HVAC Prev Mait	Worship Expenses 8320 Bulletins 8330 Communion Supplies Technology 4010 Copier Lease 4020 Technology Support 4030 Software 4040 Hardware 4070 Technology, Misc. 4050 Telephone 4060 Cable	Maintenance & Repairs 3110 Electric 3120 HVAC 3130 Plumbing 3140 Small Appliances 3150 Maintenance Supplies 3160 Grounds Maintenance 3170 Carpet Cleaning 3180 Native Habitat 3190 Misc. Maintenance Janitorial Supplies 3210 Janitorial Supplies 3220 Paper Products 3230 Miscellaneous
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GENERAL FUND - TEAM

Admin/Exec 8510 Liability Insurance 8520 Accounting Services 8530 IKC Annual Gathering Fee Hospitality 4110 Paper Goods 4120 Activities 4130 Fellowship Meals 4150 Snacks & Supplies 4160 Flowers & Caregiving 4170 Cards & Postage 4190 College Care 4195 Miscellaneous	Education Education Hour 5110 Children's Curriculum 5120 Adult Curriculum 5130 Supplies 5140 Ed Hour Misc. Youth Ministry 5210 Youth Activities 5220 Confirmation 5230 Vacation Bible School 5240 Children's Worship Adult Education 5330 Miscellaneous Events 5410 Fall Kick-Off 5420 Mardi Gras	Music 6510 Guest Organist/Musicians 6520 Music 6530 Supplies 6540 Training 6550 Robe Repair 6560 Maintenance 6565 Copyright & Licensing 6570 Miscellaneous Missions 5511 Family Promise 5512 Crisis Intervention 5513 Border Mission 5515 Miscellaneous	Spiritual Life 6110 Women's Retreat 6120 Men's Retreat 6130 Mixed Retreat 6210 Altar Flowers 6310 Special Programs 6420 Miscellaneous Generosity 7410 Miscellaneous
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RESTRICTED FUNDS

Governance Council 9110 Accessibility Fund 9120 Building Fund 9150 Major Maintenance 9180 Donor Directed Bldg Fund	Pastors 9220 Pastor's Discretionary 9230 Leadership Fund 9240 Formative Congregation Grant	Missions 9340 Missions Reserve
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