

ASBURY UMC

PURCHASE / PAYMENT REQUEST

ACCOUNT NAME
& NUMBER TO

Be Charged: _____

Acct # & Name it is listed on the back of this form.

Restricted Fund

General Budget

INSTRUCTIONS:

1. **PRE-APPROVAL Required** for any request **over \$500**
2. This form must be completely filled out to be processed.
3. Attach any receipts or order forms. Attach bids if amount of expense exceeds \$5,000.
3. Allow up to 30 Days for Approval.
4. Request cannot exceed available budget or balance of applicable restricted fund.
5. Use your name as Purchase Order Reference when Charging Items to the Church & authorized to do so.

Date of Need: _____

Please Plan Appropriately

OR

Authorized Charge to Church Account with Vendor (identified below)

OR

Reimbursement Request

MAKE CHECK PAYABLE TO (Vendor):

Name _____

Address _____

City/State _____

Zip _____

PURPOSE OF EXPENSE:

INVOICE or ORDER FORM ATTACHED

Item	Quantity	Description	Unit Price	Total Price
Additional Page, Order Form, Spreadsheet may be attached if Needed			TOTAL	

FINANCE APPROVAL

By _____

Date ____/____/____

Request <\$500 (Treasurer or FinChair)

Request <\$1,000 (Treasurer AND FinChair)

Request >\$1,000 Finance Team Approval

Meeting on ____/____/____ or

Email dated ____/____/____

with vote of ____ for ____ against

Request >\$5,000 – Bids or Exception Approved by Support Team

Treasurer certification that Request is within Budget / Restricted Fund Balance. If not, return to Fin Chair

REQUESTED BY:

Name _____

Position _____

Telephone _____

Email _____

DATE _____

APPROVAL for BUDGET LINE or RESTRICTED FUND by:

Signature _____

& Date _____

GENERAL FUND ACCOUNT #'S**Pastoral Ministry**

- 5118 SP Professional Expenses
- 5140 SP Continuing Education

Education Ministry

- 5210 Education Programming
- 5215 Small Groups/Classes
- 5220 Library
- 5232 Nursery Supplies
- 5236 Nursery Attendants
- 5242 Youth Programming
- 5252 Life Quest Programming

Congregational Care & Outreach Ministry

- 5410 Church Life / Membership Involvement
- 5420 Congregational Care
- 5430 Hospitality
- 5440 Evangelism
- 5450 Newspaper Advertising
- 5462 Worship Programming
- 5464 Audio Visual

Ministry Support Services

- 5611 Miscellaneous Office
- 5612 Equipment Lease
- 5613 Office Supplies
- 5614 Postage
- 5615 Software
- 5620 Conference Delegate
- 5630 Continuing Education (Staff)
- 5650 Contract Labor
- 5660 Work Comp Insurance
- 5380 Books - Reimbursable

Music Ministry

- 5812 Bell Choir Programming
- 5822 Chancel Choir Programming
- 5832 Kid's Praise Programming
- 5842 Alabaster Programming

Facilities Support

- 6210 Kitchen
- 6220 Landscaping
- 6230 Alarm/Fire/Elv Security Mon.
- 6235 Elevator Maintenance
- 6240 Property Insurance
- 6250 Vending
- 6260 Church – Utilities – EWSG
- 6270 Church – Trash
- 6280 Church – Telephone
- 6290 Church – Maint/Repairs
- 6295 Church – Supplies

- 6300 Church – Snow Removal
- 6330 Rentals-Taxes/Maint/Repairs
- 6340 Parsonage - Maint/Repairs
- 6420 Van Maint/Insurance Expense

RESTRICTED FUND ACCOUNT #'S

Alabaster Band	8500
Altar Decorations	7600
Bell Choir	3000
Building/Loan/Principal	8800
Church Life (Family Camp)	300
Cans for Goats	5100
Chancel Choir	3100
Conf. Church Camp	8900
Congregational Care	1300
Crafts Group	700
Crosslines	5300
Education	400
Evangelism	1000
Festival of Sharing	5400
Finance/Stewardship/Interest	6300
Home Missions	2300
Hospitality	1600
Individual Aid	5000
Kid's Praise	600
Kitchen	1900
Life Quest College	7800
Media - A/V	6600
Memorial Fund	6800
Mission Candle	2500
Nursery	3500
Office	4000
Parlor/Library	8700
Pastor's Help	4500
Ponderers	9000
S S-Mission Fund	2600
Special Sunday's	5600
SPR	6000
Student Ministry – 56	8600
Student Ministry – Youth	8000
Trustees	6900
VBS	500
VIM Missions	2400
Wedding	4100
Worship	7500
YAX	8100