

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
- 5220 Library
- 5232 Nursery Supplies
- 5242 Youth Programming
- 5235 VBS
- 5237 Children's Programming
- 5238 Kids Praise
- 5252 Life Quest Programming
- 5261 Small Group Study Books
- 5262 Spiritual Growth Programming

Congregational Care & Outreach Ministry

- 5410 Connections Programming
- 5420 Congregational Care
- 5430 Hospitality
- 5440 Evangelism
- 5450 Newspaper Advertising
- 5462 Worship Programming
- 5464 Audio Visual

Ministry Support Services

- 5611 Miscellaneous Office
- 5613 Office Supplies
- 5614 Postage
- 5615 Financial Audit
- 5620 Conference Delegate
- 5630 Continuing Education (Staff)
- 5650 Contract Labor
- 5660 Work Comp Insurance
- 5380 Books - Reimbursable
- 5617 Stewardship
- 5619 Banners/Signs/Cards

Music Ministry

- 5812 Bell Choir Programming
- 5822 Chancel Choir 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
- 6355 Church Cleaning Contract
- 6360 Lawn Care

RESTRICTED FUND ACCOUNT #'S

Alabaster Band	8500
Altar Decorations	7600
Apportionments	5500
Bell Choir	3000
Children's Ministry	7000
Choir Ministry	3100
Christmas Offering	5200
Church Camp	8900
Congregational Care	1300
Crosslines	5300
Debt Service	8800
Defibrillator Fund	8200
Education	0400
Family Life	0300
Finance/Stewardship/Interest	6300
Home Missions	2300
Hospitality	1600
Individual Aid	5000
Insurance Reimbursement	4000
Kid's Praise	0600
Kitchen	1900
Life Quest College	7800
Media - A/V	6600
Memorial Fund	6800
Mission Candle	2500
Mission Springfield	9000
Nursery	3500
Outdoors Classroom	0700
Over 55	8400
Parsonage	7100
Pastor's Help	4500
Portland School	5100
Principal Account	4800
Special Sundays	5600
SPR	6000
SS-Mission Fund	2600
Student Ministry - 56	8600
Student Ministry - Youth	8000
TLC	9100
Trustees	6900
VBS	0500
VIM Missions	2400
Wedding	4100
Wish List	5400
Worship	7500
YAX	8100