

# San Ramon Valley United Methodist Church

## Check Request Form - General Fund ONLY

<b>REQUEST DATE:</b>	<b>Check Amount :</b>	
<i>Request due two weeks post event/purchase</i>		
<b>Event or purchase date:</b>		
<b>Payable To:</b>		
<b>Address</b>		
<u>Account No.</u>	<u>Description</u>	<u>Amount</u>
	<b>Total (Check Amount):</b>	<b>\$</b>

### Descriptions Account Number Amount:

Expense Account Descriptions:		Expense Account Descriptions:	
5.161	Bank & Credit Card Fees	5.192	Utilities-Gas & Electric
5.162	Computer, Software & Cloud based services	5.193	Utilities-Water
5.163	Dues & Subscriptions	5.194	Utilities-Waste Disposal
5.164	Marketing & Outreach	5.195	Utilities-Phone & Internet
5.165	Postage	5.196	Janitorial Expense
5.170	General Supplies & Office Expenses	5.197	Janitorial Supplies/Set up
5.171	Office Services/Contracts	5.198	Non-Employee Workers' Comp Insurance
5.172	Worship, Fellowship & Communion Supplies	5.500	On Campus Hospitality
5.174	SPRC Discretionary	5.710	Stephen Ministry
5.177	Payroll and HR Expenses	5.850	AV & Virtual Services Expense
5.182	IT Maintenance Contracts	5.860	Pastoral Discretionary Disbursement
5.183	Facility & Routine Maintenance	5.890	Lay Member Conference
5.184	Annual Maintenance Contacts	5.900	Mandatory Employment Training
5.186	Property Tax/License/Permits	5.903	Planning Center
5.187	Insurance-Liability/Casualty		
5.188	Security Monitoring		
5.190	Sale and Use Tax		
5.191	Landscape		

<b>Requested by</b>	<b>Approved by</b>
<b>Date:</b>	<b>Date</b>
<b>Form must be approved by Applicable Director/Supervisor</b>	