

Check No. \_\_\_\_\_  
Check Date \_\_\_\_\_

# Saint George's

EPISCOPAL CHURCH

## CHECK REQUISITION FORM

2014

MAKE CHECK PAYABLE TO: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE(S) PAYMENT DUE: \_\_\_\_\_

ACCOUNT(S) TO BE CHARGED: \_\_\_\_\_  
(See reverse for account listing)

**REQUESTER:**

\_\_\_\_\_  
(SIGNATURE of person submitting voucher)

\_\_\_\_\_  
Date signed

**APPROVER:**

\_\_\_\_\_  
(SIGNATURE of vestry member who has oversight  
of the ministry area in which this expense falls)

\_\_\_\_\_  
Date signed

**ATTACH RECEIPTS**

**NOTE**

All requisitions for personal service to be performed by an individual MUST have the individual's full name, full address, telephone number, and social security number UNLESS you are certain that the individual's information has been registered with the Church in the past year and that the information is current. St. George's cannot issue checks written to individuals for performance of personal service without this information.

**ADDITIONAL INFORMATION OR INSTRUCTIONS**

Please include any special instructions for handling.

In the absence of instructions, the check will be mailed to the individual making the request.

(Completed and signed vouchers go in the box of St. George's Bookkeeper, Bob Stone.)

## Expense Categories

### Administration

Clergy & staff Salary (5110-5118; 5130-5143)  
Clergy & staff benefits (5150-5175)  
Supply Clergy (5119)  
Substitute Sexton (5138)  
Substitute Organist (5139)  
Seminary Fieldwork fee (5141)  
Misc Payments (A&SF) (5158-701 & 5173-701)  
Worker's Compensation Insurance (5171)  
Church Telephone (5181)  
Office Supplies (5182)  
Office Equipment Maintenance (5183)  
Copier Maintenance\* (5184)  
Office Equipment (A&SF) (5185-701)  
Computer Online Services (5452)  
Postage (5186)

### Staff Managed Functions

#### -Adult Ed/Formation

Adult Education Program (5201)  
Tract Publications (5202)  
Library Assistance (5203)  
Library Assistance (A&SF) (5203-701)  
Adult Ed Speakers Fund (A&SF) (5204-701)  
Urban Abbey (5208)

#### -Communications

Publicity/Advertising (5221)

#### -Parish Care

Personal Needs (A&SF) (5231-701)  
Transportation Aid (A&SF) (5232-701)  
Parish Care Activities (5233)  
Parish Sponsored Receptions (5234)

### Building and Grounds

Church Natural Gas (5311)  
Church Electricity (5312)  
Church Water/Sewer (5313)  
3803 N 4th St. (Rectory) Utilities (5314)  
Janitorial Supplies (5321)  
Building Use Cleaning (5330)  
Church Building Maintenance (5322)  
Church Maintenance (A&SF) (5322-701)  
Special Building Projects (A&SF) (5322-704)  
Grounds Maintenance (5323)  
Grounds Maintenance (A&SF) (5323-701)  
Boiler/HVAC Maintenance (5324)  
Elevator Maintenance (5325)  
911 N Oakland St. Maintenance (5326)  
3803 N. 4th St. (Rectory) Maintenance (5327)  
Rectory Maintenance (A&SF) (5327-701)  
Kitchen Cleaning (5328)  
3803 N. 4th St. (Rectory) Property Taxes (5329)  
Property, Liability, & Boiler Insurance (5341)  
Capital improvements (A&SF) (5356-704 & 5358-704)  
Building Possibilities (A&SF) 5351-701  
Capital Campaign (A&SF) 5352-701

### Children and Youth

Sunday School (5401)  
EYC (5402)  
Children and Youth Committee (5403)  
Confirmation Class (5404)  
Youth Activities (A&SF) (5405-702)  
Catechesis Program (5406)  
Spec Youth Program (A&SF) (5406-701)  
Teacher Tuition (5407-701)

### Member Support and Growth

#### -Evangelism and Newcomer

Evangelism/Newcomer Outreach (5471)

#### -Fellowship

Shrine Mont Parish Weekend (5501)  
Shrine Mont Scholarships (A&SF) (5501-703)  
Parish Social/Kitchen/Fellowship (5503)  
20s and 30s (5504)

### Financial Management

Stewardship (5551)  
Bank Fees (5552)  
CPA Support (annual audit) (5553)  
Pay Pal Deposit Fees (5557)

### Outreach Ministries

Human Services Outreach (5662)  
Arlington Interfaith Council (5659)  
St. George's Food Pantry (5660)  
HOST Program (5666)  
Rector's Discretionary Fund (5671-101)  
Associate's Discretionary Fund (5672-104)  
Diocese of Virginia (5711)  
Region III (5712)  
Council Delegates (5193)  
Vestry Retreats (5192)  
Joint Activities w/San Jose (5754)  
Partnership Donations (5755)

### Worship

Choir Music & Royalties (5811)  
Choir Robes (5812)  
Choir Robes (A&SF) (5812-701)  
Instrumentalists (5813)  
Special Music Programs (A&SF) (5814-702)  
Instrument Maintenance (5815)  
Music Endowment Expenses (5816)  
St Cecilia Choir (5817)  
Hand bells (5818)  
Chorister and Training Choirs (5819)  
Copyright Permissions (5820)  
Communion Bread & Wine (5851)  
Worship Service Supplies (5852)  
Worship Supplies (A&SF) (5852-701)  
Altar Flowers (A&SF) (5853-701)  
Worship Service Bulletins (5856)  
Acolyte Development (5854 and 5855)  
Eucharistic Minister (5858)  
Healing Minister (5859)