

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

St. George's Episcopal Church  
**CHECK REQUISITION FORM**

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)  
Workmen's Compensation Insurance (5171)  
Church Telephone (5181)  
Office Supplies (5182)  
Office Equipment Maintenance (5183)  
Copier Maintenance\* (5184)  
Office Equipment (A&SF) (5185-701)  
Postage (5186)

### **Staff Managed Functions**

#### **-Adult Ed**

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

#### **-Communications**

Publicity/Advertising (5451)  
Computer Online Services (5452)  
Online Support (A&SF) (5452-701)

#### **-Parish Care**

Stephen Ministry (5601)  
Personal Needs (A&SF) (5602-703)  
Transportation Aid (A&SF) (5603-703)  
Parish Care Activities (5604)  
Parish Sponsored Receptions (5606)

### **Building and Grounds**

Church Natural Gas (5311)  
Church Electricity (5312)  
Church Water/Sewer (5313)  
3803 N 4th St. (Rectory) Utilities (5314)  
Janitorial Supplies (5321)  
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)

### **Children and Youth**

Church School (5401)  
EYC (5402)

Children's Committee (5403)  
Confirmation Class (5404)  
Youth Activities (A&SF) (5405-702)

### **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)

#### **-Connections**

Urban Abbey (5581)

### **Financial Management**

Stewardship (5551)  
Stewardship Support (A&SF) (5551-702)  
Bank Fees (Including Pay Pal Deposit Fees) (5552)  
CPA Support (annual audit) (5553)

### **Transition Expenses**

Rector Search Committee (5562)  
New Ministry Celebration (5564)

### **Outreach Ministries**

Human Services Outreach (5662)  
Arlington Interfaith Council (5659)  
St. George's Food Pantry (5660)  
ACF FP Grant (5664)  
Lagniappe FP Grant (5665)  
HOST Program (5666)  
Rector's Discretionary Fund (5671-101)  
Associate's Discretionary Fund (5672-104)  
Diocese of Virginia (5711)  
Region III (5712)  
Seminary Scholarships (A&SF) (5714-702)  
Council Delegates (5752)  
Vestry Retreats (5753)  
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)  
Organ/Piano Maintenance (5815)  
Music Endowment Expenses (5816)  
St Cecilia Choir (5817)  
Hand bells (5818)  
Children's 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)