

# EPIPHANY UMC CHECK REQUEST FORM

**Attach all Receipts/Documentation**

<b>Amount:</b>
<b>Date:</b>
<b>Payable to:</b>
<b>Address:</b>

Ministry Team or Empowerment Team	Account Number	Amount
<b>Total</b>		

<b>Requested by:</b>
<b>Approved by:</b>

<b>Description of purchase:</b>

<b>Check #</b>
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<b>Date Paid:</b>
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*Please attach all receipts & fill out form completely using account numbers below. Because the church is tax-exempt, Sales Tax cannot be reimbursed, please use tax exempt forms in the office prior to purchase. Thank you!*

**SPECIAL ACCOUNTS**

**REGULAR EXPENSE ACCOUNTS**

- Connections**
- 3101 . Signs
- 3103 . Pastor's Pumpkins
- 3104 . Spring Auction/Kid's Fest
- 3108 . Kroger Cards
- Missions Fund**
- 3141 . Mission Projects
- 3147 . Hands on Ministry
- 3148 . Love In Action Ministry
- 3149 . Good Samaritan Fund
- Children of Zion Village**
- 3851 . Travel
- 3852 . T-Shirts
- 3853 . Mission Donations
- 3854 . JamFest
- 3855 . Sponsors
- Wo** 3161 . Flower Bulbs
- 3162 . Christmas Flowers
- 3163 . Easter Flowers
- 3164 . Altar Flower Account
- 3165 . Praise Team CD
- 3167 . Handbells
- Education - Adult**
- 3179 . Women's Ministry
- Education - Youth**
- 3182 . Youth Miscellaneous
- 3183 . Coca Cola Money
- 3193 . Mission Trips
- 3312 Debt Reduction**
- 3400 General Memorial Fund**
- 3200 Parsonage**

- 5155 . Substitute Pianist/ Minister
- 5180 . Continuing Education
- Operating Expenses - Church**
- 5204 . Repairs/Maintenance
- 5205 . Lawn & Snow Care
- 5206 . Various Capitol Improvements
- 5207 . Custodial Supplies
- 5208 . Custodial Services
- Operating Expenses - Parsonage**
- 5224 . Lawn & Snow Care
- 3200 . Maintenance - Parsonage
- Administrative Expenses**
- 5260 . Copier/Lease/Equipment
- 5265 . Finance Expense
- 5270 . Office Supplies/Printing
- 5275 . Postage & Meter Machine
- 5276 . Computer Repairs/Upgrades
- 5340 Education**
- 5341 . Adult - books
- 5345 . Children
- 5347 . VBS
- 5351 Junior High Youth**
- 5352 . Spiritual Growth
- 5353 . Retreats
- 5354 . Confirmation
- 5355 . Small Groups
- 5356 . Graduates
- 5357 . 7th grade welcome
- 5358 . Missions
- 5360 Senior High Youth**
- 5361 . Spiritual Growth
- 5362 . Retreats
- 5363 . Small Groups
- 5364 . Mission Trips
- 5365 . Graduates
- 5370 Student Ministries**
- 5371 . Ichthus
- 5372 . Leadership
- 5374 . College Ministries

- Worship & Music**
- 5302 . VIP
- 5303 . Praise Team
- 5304 . Children's Choir
- 5305 . Handbell Choir
- 5306 . Maintenance (tuning)
- 5307 . Licenses/Dues
- 5308 . Youth Praise Band
- 5309 . Resource Material/Misc.
- 5311 . Altar Enhancements
- 5312 . Graphics
- 5313 . Communion
- 5314 . Hospitality
- 5315 . Pew Management
- 5316 . Easter Supplies
- 5317 . Christmas Supplies
- 5321 . SALT
- 5323 . Advertisement (signage)
- 5330 Connections - Fellowship Activities**
- 5331 Coffee
- 5332 Fellowship
- 5333 Ignite
- 5335 PIPS
- Missions**
- 5382 . Stephen Ministry
- 5390 Communication**
- 5359 Stewardship**



