**Sunriver Christian Fellowship**

**Check Request / Payment Requisition**

**Please complete the information and submit with an Invoice or Receipt to the**

**SCF Treasurer (Electronic Scan is acceptable) at JAMOS396@AOL.COM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check/Payment made payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice No./Memo Line inclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check/Payment to be sent to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QBO Budget Account Line Item # / Ministry: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (per the P & L)

QBO Budget Account Line Item # / Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_ (per the P & L)

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Treasurer completes the following:**

Designated Fund Account Item #, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Category)

Expense Account Line Item No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (per the P & L)

Submitted to K Tulare on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check No.: \_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**QuickBooks Online (QBO) Budget Account Line Item No. & Description**

**Support Staff**

5205 Accompanists

5210 Office Assistant

5230 Sound Technician

5240 Supply Pastor Honorarium

5250 Handbell Director Salary

5260 Supply Pastor Mileage Reimb.

5290 Payroll Taxes

**Office / Administration Expenses**

5310 Office Supplies

5315 Office Machines/Furn.

5320 Postage

5325 Printing & Copying

5330 Rentals/Worship & Office

Facility Mortgage & Interest

5335 Telephone – Land Line

5360 Storage Unit

5400 Bank Charges

5450 Professional Fees

5460 Dues & Subscriptions

6720 Internet & Mail Chimp Subscrip.

**Organizational Expenses**

5550 Board Contingency

5600 Diocesan/Synod Conventions

5690 Insurance

**Pastors’ Reimbursable Expenses**

5710 Sr. Pastor Auto Expense

5730 Sr. Pastor’s Cell Phone

5810 Assoc. Pastor’s Auto Expense

5830 Assoc. Pastor’s Cell Phone

**Music Expenses**

6600 Choir & Ensemble

6610 Instrumental Music

6620 Honoraria

6630 Copyright/License/Dues/Subs

6640 Piano & Clavanova Expenses

6650 Worship Materials

**Communications**

6110 Website/Web Host

6115 Promotion/Marketing

**Congregational Care** 6120

Stephen Ministry

Prayer Shawls Supplies

Eucharistic Visitors

**Education** 6130

**Hospitality** 6160

**Membership/Welcome** 6170

**Senior Support** 6180

**Outreach Ministry**

6150 Good News

6210 National/International

6220 UPCAP

**Worship & Music Ministry**

6410 Altar Guild

6420 Handbell Program

6700 Sound/Media Systems

6710 Special Events/Services