

PEACE LUTHERAN CHURCH
Payment Request/Authorization

Today's Date: _____ **Date Payment should be made:** _____

Make Payment to: _____

\$ Amount: _____

Budget Account Number: _____

See below for list of Account Numbers

Description of what Payment is for: _____

Requested by: _____

Approved by: _____

Attach supporting Receipts or Invoices.

Place completed payment request in Treasurer's mailbox in Church office.

Worship and Music

- 5210 Worship Materials
- 5220 Music Materials
- 5230 Musical Instrument Repair & Maint
- 5240 Congregation Fellowship

Education

- 5311 Sunday School: General
- 5316 Sunday School: Curriculum
- 5320 Confirmation
- 5325 Church & Home Ministry
- 5330 Adult Education
- 5341 Vacation Bible School

Other

- 5420 Youth
- 5430 Evangelism/Outreach
- 5440 Stewardship
- 5450 Social Action
- 5460 Synod Conferences

Church Administration

- 5610 Office Supplies
- 5620 Office Equipment
- 5630 Software
- 5640 Postage
- 5650 Telephone
- 5652 Internet
- 5660 Insurance
- 5680 Miscellaneous

Building

- 5710 Utilities
- 5720 Janitorial Services
- 5730 Contracted Services
- 5735 Fire Alarm System
- 5750 Lawn Care
- 5760 Snow Removal
- 5770 Repairs & Maintenance
- 5780 Supplies & Other Misc Exp

Staff

- 5165 Substitute Pastor/Organist
- 5170 Professional Fees & Expenses
- 5175 Continuing Education