



Expense Voucher

Ames United Church of Christ

Today's date: _____

Person submitting expense: _____
name

Contact for questions: _____
email phone

Date of expense: _____

Description of expense:

Account number and name (see reverse): _____

Total expense: _____

Please attach copy of receipt(s) to this form.

In lieu of a reimbursement check, I would like to make this a contribution to the Ames United Church of Christ. (Provide a printed copy of this form and receipts to the Financial Secretary via the church office.)

or

Please provide a reimbursement check as detailed below. Provide a printed copy of this form and receipts to the Treasurer via the church office. Be sure to include account number and name on form.

Payment due to: _____

Address: _____

City: _____ State: _____ Zip: _____

Account Numbers and Names

Member Services

510.080 Hospitality

Office

521.110 Office Supplies
521.210 Paper Blank
521.230 Printing Services
521.420 Computer Supplies
521.540 Office Equipment Service
573.330 Postage

Property

522.210 Trash Removal/Other Services
522.220 Supplies
522.230 Small Repair
522.240 Major Repairs & Purchases

Christian Education

531.110 Curriculum & Program
531.120 Workshop & Rotation Model
531.130 Christian Education Conference
531.150 Nursery Supplies
531.160 Sunday School Supplies
531.170 Wednesday Programming
531.180 Youth Curriculum
531.190 Youth Conferences
531.200 Youth Supplies
531.210 Youth Programming
531.220 Learning Center
531.230 Multigenerational Programming

Worship

540.020 Worship Supplies
540.030 Pulpit Supply
540.040 Theologian in Residence
540.070 Miscellaneous/Flowers
540.100 Confirmation Share
540.110 Chancel Upkeep/Repairs

Music

541.110 Music Purchase
541.120 Instrumental Music
541.125 Music Copyright License
541.130 Instrument Tuning
541.140 Soloists
541.150 General Music Supplies
541.160 Music Staff Development

Evangelism

510.090 Member Recruitment
521.230 Printing Services
523.330 Advertising
540.120 Banners
573.070 Web Site Development and Hosting

Financial Stewardship

550.010 Memorial/Planned Gifts Program
550.020 Stewardship Program

Caring Network

560.010 Caring Network Expense

Minister

571.310 Minister Mileage/Reimbursement
571.410 Workshops/Continuing Education
571.510 Minister Search Expense
571.610 Minister Moving Expense

Association/Conference

572.030 Conference Delegate Fee

Executive Board

573.010 Executive Board Discretionary Fund

Social Justice and Outreach

581.010 Outreach Program
581.020 Campus Ministry Program

Non-operating Accounts

591.020 150th Campaign Fund Expense
591.170 Memorial Gift Fund Expense
591.190 Kitchen/Parlor Fund Expense
591.210 Building Escrow Fund Expense
591.220 Office Escrow Fund Expense
591.230 Instrument Maintenance Fund

592.125 Soup Supper Fund Expense
592.130 Funeral Fund Expense
592.140 Flower Fund Expense
592.150 Key Deposit Expense
592.160 Theologian in Residence Fund
592.171 Pass Through Expense
592.175 Custodial Fee Payment
592.180 Confirmation Fund Expense
592.320 Allan Fund Interest Expense
592.410 Bath Family Fund Interest Expense
592.430 Sunday School Fund Expense
592.450 Learning Center Expense
592.475 Men's Fellowship Expense
592.490 Audio-Visual System Expense
592.510 Communion Relief Fund Expense
592.530 Food at First Expense
592.690 Pastoral Discretion Fund Expense