

**Expense Voucher**  
**Ames United Church of Christ**

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

Person submitting the expense:

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Describe the purchase or expense:

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Payment type:

☐ Church credit card, vendor providing the product or service: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

☐ Church accounts payable check, payable to: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Personal payment, reimbursement is due to: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Personal payment, I would like to make this a gift-in-kind contribution to Ames UCC.

Account number and name (see reverse): \_\_\_\_\_

Total cost: \_\_\_\_\_

Please attach your receipt or proof of expense

Entered in Church Windows: \_\_\_\_\_

Reviewed by Treasurer: \_\_\_\_\_

### BUILDING RELATIONSHIPS

Hospitality.....	510.080
Member Recruitment.....	510.090
Online Presence* .....	573.070

\*Website hosting, Zoom, Vimeo, etc.

### CHRISTIAN EDUCATION

Children & Families Curriculum ....	531.110
Godly Play .....	531.120
Nurse Supplies.....	531.150
Youth Curriculum .....	531.180
Library.....	531.230
Background Checks .....	531.240

### EXECUTIVE BOARD

Minister's Mileage Reimb.....	571.310
Minister's Professional Expenses..	571.410
Minister Search Expense .....	571.510
Assoc Minister's Professional Exp.	532.180
Youth Director Cont. Education ....	533.200
Music Staff Development .....	541.160
Lawn Care & Snow Removal.....	525.310
Pulpit Supply .....	540.030
Office Admin Substitutes Pay .....	511.210
Keyboardist Substitutes.....	542.410
Choir Director Substitutes .....	542.210
Substitute Janitor Fees.....	525.210
Central Association Dues.....	572.020
Conference Delegate Fees.....	572.030
Executive Board Discretionary.....	573.010

### FINANCIAL STEWARDSHIP

Stewardship Campaign Supplies...	550.020
Electronic Contribution Fees .....	550.030

### GIVING BEYOND OUR BUILDING

OCWM (State, National, World) ...	582.010
Seminary Support.....	582.020
SoJO Discretionary Outreach .....	582.030
AMOS Expenses.....	582.050

### PROPERTY

Office Supplies .....	521.110
Office Software Systems* .....	521.410
*Church Windows, Microsoft, Drop Box, etc.	
Copier Lease.....	521.520
Postage .....	573.330
Fire & Liability Insurance .....	522.110
Worker's Compensation .....	522.120
Building System Inspections .....	522.200
Trash Removal Services .....	522.210
Maint. & Cleaning Supplies.....	522.220
Maintenance and Repairs .....	522.240
Parking .....	522.410
Natural Gas for Church .....	523.110
Natural Gas for Office.....	523.120
Water & Electricity for Church.....	523.210
Water & Electricity for Office.....	523.220
Phone & Internet Service.....	523.310

### WORSHIP AND MUSIC

Worship Supplies.....	540.020
Music Purchases.....	541.110
Music Copyright License .....	541.125
Instrument Tuning.....	541.130
Soloists.....	541.140
General Music Supplies .....	541.150

Pastoral Discretionary Fund .....	592.690
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