

First Christian Church  
Treasurer Invoice/Receipt Information

Please complete all details requested and staple this form to each receipt(s) turned into the Treasurer...

1. Submitted by \_\_\_\_\_ 2. Date Submitted: \_\_\_\_\_

3. What is the purpose of this submission? What should the treasurer do with this submission?

4. Are you expecting to be reimbursed? If so, check made payable to \_\_\_\_\_  
 4a. Phone number (or e-mail if prefer) where you can be reached if questions: \_\_\_\_\_

5. Vendor Name: \_\_\_\_\_  
 (be sure address attached if vendor needs paid directly)  
 5a. Was this expense item(s) charged to a church credit card (1st Source):  Yes - one time charge  No  
 Yes - recurring charge going forward

6. Accounting Information Needed:

<u>Receipt Description</u>	<u>6b. Where should this expense be allocated?</u>	<u>Amount</u>
(See back of this form)		
(you may group many similar like items... if you have a receipt with dozens of items, please add up similar items and place single description )	(Important: Need to know where to allocate this item in the church general fund budget -- Be specific... For example, don't just say "worship" or "children's" or "outreach"... Ministries have dozens of line item budget amounts-- Which one gets the expense?) Attached to this form (back cover) is a listing of the budget area descriptions.	<u>If receipt should be allocated to multiple different budget line items(ministries), please list the amounts separately on the numbers 1 thru 5 below</u>

<u>Receipt Description</u>	<u>Where should this expense be allocated?</u>	<u>Amount</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

6d. Grand Total Being Submitted: \$   
 (This would be amount you expect to be reimbursed or paid to vendor)

7. Approved by signature: (if required, over certain dollar amount, and etc.)

\_\_\_\_\_  
 (ministry chair person, elder, staff, other authorized individuals)

Comments:

<b>Administration</b>		<b>Worship</b>	
50100-	Senior Minister Salary	Music Choir / Pianist	63010-
50110-	Senior Minister Business Exp.	Flowers	63020-
50120-	Senior Minister Insurance	Communion Supplies	63030-
50200-	Associate Minister Salary	Slides & Copyright	63040-
50210-	Associate Minister Business Exp.	Decorations	63070-
50220-	Associate Minister Insurance	Misc - Worship Exp (non-budgeted)	63100-
50300-	Secretary's Salary	<b>Sunday School</b>	
50400-	Music Minister's Salary	Sunday School	64010-
50410-	Music Accompanist	National Lending Library	64020-
51000-	Office Supplies	<b>Children's Ministry</b>	
51100-	Postage	Vacation Bible School	65010-
51200-	Memorial Bibles	Kid's Klub	65020-
51300-	Telephone	Children's Church	65030-
52000-	Payroll Taxes - Church Match SS&Medi	Camp Tuition	65040-
53000-	Workman's Comp. Insurance	Retreat	65042-
53100-	Flex Plan Administration Fee	Second Hour - 2s/3s, 4s/5s	65060-
53200-	Misc - Admin. Exp. (non-budgeted)	Nursery Supplies	65070-
53201-	Petty Cash Expense	Youth Play Production	65080-
<b>Property and Grounds</b>		Children's Ministry Special Events	65090-
60100-	Repairs and Maintenance	SOS	65100-
60101-	Snow Plowing and Salt	<b>Youth Ministry</b>	
60105-	Janitorial Supplies	Junior/Senior High Youth	66020-
60110-	Gas and Electricity	Sponsor Training	66030-
60120-	Water	<b>Outreach</b>	
60140-	Sewer	Promotions	67010-
60150-	Bldg. and Liability Insurance	Agape Feast	67040-
60160-	Office Equipment Repair & Maint.	Meals for Speakers Etc.	67050-
60190-	Janitor's Salary	Random Acts of Kindness	67060-
<b>Home Missions</b>		Speakers and Song Leaders	67070-
61010-	Alexander Christian Foundation	Manger Scene	67080-
61020-	Combined Community Services	Youth Functions	67090-
61030-	Woodburn Home	Gifts for Visitors	67110-
61040-	Michiana Christian Service Camp	Retired Tigers Dinner	67120-
61050-	N.A. Christian Convention	<b>Kitchen</b>	
61060-	Lincoln Christian College	Funeral Meals	68010-
61070-	Cincinnati Bible College	Kitchen - General	68020-
61080-	Johnson Bible College	<b>Fellowship</b>	
61090-	Great Lakes Christian College	Graduation Gifts	69010-
61100-	Helping Hands	Dinners	69020-
61110-	Chaplaincy Service	Church Picnic	69030-
61120-	BSU Campus Ministry	Mother Daughter Brunch	69040-
61130-	Purdue Campus Ministry	Mother's Day Gifts	69050-
61140-	Discretionary Contingency	Father's Day Gifts	69060-
61150-	Safety Net	Senior Saints Gifts	69070-
61160-	Our Fathers House	Senior Saint Trip	69080-
61170-	Jail Ministry	Ball Team Fees	69090-
<b>Foreign Missions</b>		Care Bears	69100-
62010-	T.Lumkin - India	Food/Beverage - fellowship time	69110-
62020-	South India Christian Mission	<b>Technology</b>	
62030-	Mark Begarly - Zambia	Office Equipment - Maint.	70020-
62050-	Leroy Randall - Australia	Sound Equipment - Batteries	70060-
62060-	C.Y. Kim	Computers - Software Upgrades	70110-
62070-	Kevin and Susan Fry	Computers - Chrch Mgmt/Acct. Sof.	70130-
62080-	Jianni Bruno	DSL - Internet	70140-
		<b>Van Ministry</b>	
		Van Registration	71010-
		Van Insurance	71020-
		Van Repair & Maintenance	71030-
		Van Gas & Oil	71050-
		<b>Women's Ministry</b>	
		Retreat	72010-
		Bible Studies	72020-
		Quilling	72030-
		Interest / Activities	72040-
		<b>Accrued Accounts - Non-budgeted Accounts</b>	
		Building Fund Expense	80010-
		D.A.W.G.	80050-

**Other/Misc**

(Please explain why does not

"fit" in one of the above categories)