

## St. Mark's Episcopal Church Check Request Form

**Check Payable To:** \_\_\_\_\_

**Amount:** \_\_\_\_\_ **Circle One:**    **File**    **Mail**

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

**Purpose:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please Attach Receipts or Invoice for Payment & Indicate Appropriate Expense Account**

**Commission Expense Account (check one):**

Adult Christian Formation	87
Agape Supplies	78
Altar Guild	74
Buildings & Grounds	46
Children Christian Formation	86
Membership	114
Music	71

Stewardship	115
SOS Service (Wed. 6:00)	5
Tech/Web Site	128
Vestry / Leadership	59
Women's Commission	64
Worship/Special Event	16
Youth Ministry	88

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dedicated Account (check one):**

All Souls Garden-DS	12
All Souls Garden(EB)	118
Altar Guild-DS	39
Child Education Fund-DS	96
Christian Formation-DS	137
Concert Proceeds-DS	11
Evangelization-DS	5
Flower/Decoration-DS	18
Feast Days-DS	41

Miscellaneous-DS	38
Music Supplies Fund-DS	123
Organ Repair-DS	121
Outreach Designated-DS	122
Property Manage & Maint.-DS	119
Rector Housing-DS	4
Teen Christian Formation-DS	23

**Rector's Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Office Manager Only

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_

	<b>Administration</b>	
	Accounting/Banking Fees	117
	Continuing Education	111
	Lease Copier/Copying	56
	Office Equipment	66
	Office Supplies	57
	Postage General	58
	Sabbatical Reserve	112
	Telephone	55
	Travel	110
	Web Site	128
	<b>Advertising</b>	67
	<b>Buildings and Grounds</b>	
	Insurance	61
	Janitorial Service	47
	Janitorial Supplies	49
	Landscaping Service	48
	Note Payments	89
	Taxes	83
	Utilities	113
	<b>Outreach</b>	
	Deanery & other	157
	Diocesan Assessment	84
	Outreach Projects	125
	<b>Long Range Plan</b>	76

	<b>Vestry Initiatives</b>	68
	<b>Publications</b>	
	Messenger Expense	65
	<b>Personnel</b>	
	Asst. Rector Housing	50
	Asst. Rector Salary	45
	Child Care	102
	Children's Music & Drama	54
	Choir Director Salary	105
	Clergy Benefits	32
	Clergy Pension	3
	Continuing Education	111
	Deacon Benefits	69
	Deacon Stipend	44
	Intern Stipend	37
	Lay Benefits	42
	Lay Pension	41
	Office Mgr Salary	138
	Organist Salary	103
	Rector Housing	93
	Rector Pension	94
	Rector Salary	92
	Sexton Salary	124
	Streetlight Choir	116
	Sunday Night Salary	118
	Supply Clergy/Other	155
	Workers' Comp.	25

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	All Souls Garden	12
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	Miscellaneous	38

	Music Program	11
	Music Supplies Fund	123
	Organ Repair	121
	Outreach Designated	122
	Property Management & Maint	119
	Rector Housing	4
	Teen Christian Formation	23