

FBCSC Check Request Form

Attach all Receipts/Documentation

Amount: \$
Date:
Payable to:
Address:

Ministry Team or Department	Account Number	Amount
		\$
		\$
		\$
Total		\$

Requested by:	Date:
Approved by:	Date:

Description of purchase:

Check #	Date Paid:
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*Please attach all receipts and fill out form completely using account numbers below. Because this church is tax exempt, **Sales Tax cannot be reimbursed**, please use tax exempt forms in the office prior to purchase. Thank you!*

REGULAR EXPENSE ACCOUNTS

Pastoral reimbursements

- 5112 - SP Education/Books
- 5113 - AP Education/Books
- 5121 - Conventions / Conferences
- 5132 - SP Mileage Reimbursement
- 5133 - AP Mileage Reimbursement
- 5514 - Cell Phone reimbursement

Administrative Expenses

- 5414 - Other Advertising
- 5420 - Office supplies
- 5425 - Postage
- 5430 - Card Ministry
- 5435 - Subscriptions/Memberships
- 5450 - Staff Training
- 5532 - Computer Hardware
- 5534 - Computer Software
- 5540 - Audio/Visual Expenses
- 5675 - Security
- 5680 - New Equipment

Building/Grounds Maintenance

- 5710 - Custodian Supplies
- 5740 - Repairs (inside)
- 5750 - Maintenance (inside)
- 5810 - Grounds Supplies
- 5830 - Lawn Service/Snow Removal
- 5840 - Repairs (outside)
- 5850 - Maintenance (outside)

Vehicles

- 5930 - Vehicle Maintenance
- 5940 - Fuel

Ministries / Activities

- 6015 - Worship Supplies
- 6020 - Flowers/Special Services
- 6030 - Deacon Expenses
- 6150 - Choral Training
- 6170 - CD's
- 6180 - Dinner Theater
- 6205 - Nursery
- 6210 - Discipleship Training
- 6220 - Sunday School

Student Ministry

- 6232 - Activities & Events
- 6234 - Discipleship Training
- 6236 - Youth Camp

Mission Ministries

- 6305 - VBS
- 6310 - Mission Friends
- 6311 - RA's
- 6312 - GA's
- 6315 - Baptist Men/Men's Ministry
- 6320 - Baptist Women/W2W
- 6355 - Agape
- 6371 - Spanish Ministry - Worship
- 6372 - Spanish Ministry - Fellowship
- 6373 - Spanish Ministry - Discipleship
- 6374 - Spanish Ministry - Evangelism
- 6375 - Spanish Ministry - Trustees
- 6376 - Spanish Ministry - Admin/Misc

Evangelistic Ministries

- 6410 - Recreation
- 6420 - Hostess Committee
- 6430 - Special Events
- 6440 - Wednesday Night Dinner

RESTRICTED ACCOUNTS

- 7010 - Agape
- 7020 - Building fund
- 7030 - Deacon Benevolent Fund
- 7040 - Missions Fund
- 7050 - Youth Missions Fund
- 7060 - Love Offering
- 7070 - Memorial fund
- 7080 - Music Ministry
- 7090 - Security Fund