



Accounts Payable Voucher

Budget Line Items/Operating Fund

Date: _____

Category of Payment (check one):

Payment Amount: _____

- Reimburse expenses (attach original receipts)
- Payment for goods or services (attach original invoice)
- LRUCC Visa**

Payee: _____

Account # (check box below and write GL account here):

Address _____

/110000

City, State and Zip _____

Explanation of Expense: _____

Authorizing Signature

Printed Name

Special Instructions: _____

Program and Mission		
Christian Education (CE)		
514115	<input type="checkbox"/> Children/Youth Faith Formation	Committee Chairperson or Designee
514124	<input type="checkbox"/> Adult Faith Formation	
514160	<input type="checkbox"/> Women's Ministries	
514165	<input type="checkbox"/> Youth Ministries	
514100	<input type="checkbox"/> General Expense	
Board of Deacons		
514320	<input type="checkbox"/> Worship Committee Expense	Committee Chairperson or Designee
514340	<input type="checkbox"/> Evangelism Committee Expense	
514360	<input type="checkbox"/> Parish Committee Expense	
514380	<input type="checkbox"/> Fellowship Committee Expense	
514300	<input type="checkbox"/> Deacons Operating Expense - All Other	
Music		
514410	<input type="checkbox"/> Musicians - Special Easter Music	Committee Chairperson or Designee
514415	<input type="checkbox"/> Musicians - Special Advent Music	
514420	<input type="checkbox"/> Musicians - All Other Special Music	
514425	<input type="checkbox"/> Organ Maintenance	
514430	<input type="checkbox"/> Piano Maintenance	
514440	<input type="checkbox"/> Music Score - Sanctuary Choir	
514452	<input type="checkbox"/> Music Score - Handbells	
514475	<input type="checkbox"/> Organ Repair GF Transfer	
514400	<input type="checkbox"/> Miscellaneous Music Support	
Other Committees and Activities		
514250	<input type="checkbox"/> Communication Committee Expense	Committee Chairperson or Designee
514255	<input type="checkbox"/> Church Historian Expense	
514500	<input type="checkbox"/> Stewardship Expense	
514600	<input type="checkbox"/> Outreach and Social Justice Expense	
514915	<input type="checkbox"/> Endowment Committee Op Expense	
514910	<input type="checkbox"/> Safe Space Committee Expense	
511570	<input type="checkbox"/> Budgeted Benevolences	
Association Dues		
511100	<input type="checkbox"/> Central Atlantic Conference (OCWM)	Finance Committee
511105	<input type="checkbox"/> Potomac Association	
514700	<input type="checkbox"/> Delegate Synod Expense	

Operations		
Office		
512520	<input type="checkbox"/> Office Supplies/Postage	Trustees or Designee
512505	<input type="checkbox"/> Office Equipment Repairs & Maintenance	
512600	<input type="checkbox"/> Insurance, Int/Bank Fees	
512510	<input type="checkbox"/> Office Equipment Rent	
512520	<input type="checkbox"/> Office Expense Miscellaneous	
Building		
512700	<input type="checkbox"/> Custodial Contract	Trustees or Designee
512701	<input type="checkbox"/> Custodial Cleaning Supplies	
512710	<input type="checkbox"/> HVAC Charged Visits	
512705	<input type="checkbox"/> HVAC Contract Charges	
512725	<input type="checkbox"/> Other Building Maintenance and Contracts	
513025	<input type="checkbox"/> Utilities - Security	
512730	<input type="checkbox"/> Major Repair Res GF Transfers	
513020	<input type="checkbox"/> Utilities Trash/Recycle	
512900	<input type="checkbox"/> TOC (This Old Church) - Tools	
512905	<input type="checkbox"/> TOC (This Old Church) - Paint and Other Repairs	
Grounds		
512800	<input type="checkbox"/> Lawn Maintenance	Trustees or Designee
512805	<input type="checkbox"/> Snow and Ice Maintenance	
512810	<input type="checkbox"/> Tree Maintenance & Removal	
512825	<input type="checkbox"/> Other Ground Maintenance and Contracts	
512815	<input type="checkbox"/> Parking Lot Maintenance	
IT and Computers		
512525	<input type="checkbox"/> Computer system Repairs and Maintenance	Trustees or Designee
512530	<input type="checkbox"/> Software Purchases/Training	
512535	<input type="checkbox"/> Software Maintenance Contract	
Legal and Professional		
510680	<input type="checkbox"/> Legal Counsel	
510685	<input type="checkbox"/> Contract Accountant	
510687	<input type="checkbox"/> Contract Office Staff	

BOOKKEEPERS REVIEW

- Independent contractor or a sole proprietor?
- If YES then is there a current W9 on file?