

## Pierce Chapel United Methodist Church Check Request

2000 **II. House and Grounds**  
 2100 **Building Maintenance**  
 2110 General Maintenance  
 2120 HVAC Service Calls  
 2130 Moveable Partitions Maint  
 2150 Youth Barn Expense  
 2200 **Kitchen Maintenance**  
 2210 General Maintenance  
 2220 Kitchen Supplies  
 2230 Equipment (Dishes, Utensils, etc.)  
 2240 Clean Grease Trap/Septic Tanks  
 2300 **Custodial**  
 2310 Custodial Supplies  
 2320 Carpet Care (Professional Spot Clean)  
 2400 **Yard Maintenance**  
 2410 Lawn Service  
 2430 Pine Straw  
 2450 Sprinkler System  
 2460 Playground Mulch  
 2470 General Yard Maintenance  
 2500 **Utilities**  
 2510 Utility - Electricity  
 2520 Utility - Gas  
 2530 Utility - Telephone  
 2540 Utility - Water  
 2600 **Insurance**  
 2610 Chapel & Education Bldg  
 2700 **Service Contracts**  
 2710 Contingency/Misc  
 2720 Elevator Inspection  
 2725 Elevator Maintenance  
 2730 Fire Alarm Monitoring  
 2731 Fire Alarm/EVAC System  
 2732 Fire Inspections  
 2733 Fire Sprinkler Inspection  
 2740 HVAC Service (Qtrly Prev Maint)  
 2750 Kitchen Vent Hood  
 2760 Paper Folder Maintenance  
 2770 Pest Control  
 2780 Termite Inspection  
 2790 Trash Service  
 2800 **Technology**  
 2810 AV Equipment  
 2820 Computers  
 2830 Copiers Lease  
 2835 Copiers Maintenance  
 2840 Hardware  
 2850 Internet  
 2860 Phone Equip Repair  
 2870 Software Miscellaneous  
 2875 Software Purchase  
 2880 Telephone Maintenance  
 2890 Website Redesign  
 2900 **Special Projects**  
 2910 Special Projects  
 2930 General Contingency

3000 **III. Administration Expenses**  
 3010 Advertising  
 3020 Annual Conference  
 3030 Audit Fee  
 3040 AV Booth Supplies  
 3050 Bank Fees  
 3060 Copyright License  
 3070 Education Lit & SS Supplies  
 3090 Incorporation Fee  
 3100 Office Supply & Expense  
 3110 Pastorial Inst Membership Fee  
 3120 Postage  
 3130 Printing Services  
 3140 Safe Sanctuaries  
 4000 **IV. Program Expenses**  
 4010 Banner Supplies  
 4020 Bereavement Committee  
 4050 Card Ministry  
 4100 Children's Ministry  
 4200 Decorations for Church Events  
 4210 Confirmation Ministry  
 4220 Congregational Prayer Life  
 4240 Evangelism Team  
 4250 Family Ministry & Sunday Funday  
 4265 Flowers  
 4270 Graduation Gifts  
 4280 Heritage Sunday/Homecoming  
 4290 His Image  
 4295 Laity Day  
 4300 Misc Program Ministry Expense  
 4350 Missions Global Outreach Team  
 4400 Music Ministry  
 4500 Nursery Ministry  
 4510 Open Door Repair Campaign  
 4520 Radical Hospitality  
 4530 Senior Adults  
 4600 Small Group Ministries  
 4700 Staff Meeting Luncheons  
 4710 Stephen Ministries  
 4720 Stewardship  
 4730 Sunday Hospitality  
 4800 Vacation Bible School  
 4850 Wednesday Night Supper  
 4860 Worship  
 4870 Young Adults  
 4900 Youth Ministry Expense  
**Preschool Program**  
 6400 Preschool Operating Expense  
**Youth Supper Program**  
 7050 Youth Supper Expense  
**Wednesday Night Supper Program**  
 7100 WNS Coordinator (\$250 wkly)  
 7105 WNS Expense (\$300 wkly)  
**Other Funds**  
 Benevolence Fund  
  
 Other.....

Current Date:	
Name of Person or Business Payable to:	
Mailing address or note for pickup:	
Types of Items Purchased or Reason for Request:	
\$ Amount	Expense Charged (see chart)
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$ _____ TOTAL	
Please attach receipts for all charges above. Must have your signature and approval signature before check can be issued.	

Requestor's Signature:
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Approved by chair of Committee:
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