## Pierce Chapel United Methodist Church Check Request

2000 II. House and Grounds		3000 III. Administration Expenses		Current Date:	
2100	Building Maintenance	3010	Advertising		
2110	General Maintenance	3020	Annual Conference		
2120	HVAC Service Calls	3030	Audit Fee		
2130	Moveable Partitions Maint	3040	AV Booth Supplies	Name of Person or Business Payable to:	
2150	Youth Barn Expense	3050	Bank Fees	, , , , , , , , , , , , , , , , , , , ,	
2200	Kitchen Maintenance	3060	Copyright License		
2210	General Maintenance	3070	Education Lit & SS Supplies		
2220	Kitchen Supplies	3090	Incorporation Fee		
2230	Equipment (Dishes, Utensils, etc.)	3100	Office Supply & Expense		
2240	Clean Grease Trap/Septic Tanks	3110	Pastorial Inst Membership Fee	Mailing address or note for pickup:	
2300	Custodial	3120	Postage	The state of the s	
2310	Custodial Supplies	3130	Printing Services		
2320	Carpet Care (Professional Spot Clean)	3140	Safe Sanctuaries		
2400	Yard Maintenance	4000 IN	/. Program Expenses		
2410	Lawn Service	4010	Banner Supplies	Types of Items	s Purchased or Reason for Request:
2430	Pine Straw	4020	Bereavement Committee	Types of items i dichased of iteason for itequest.	
2450	Sprinkler System	4050	Card Ministry		
2460	Playground Mulch	4100	Children's Ministry		
2470	General Yard Maintenance	4200	Decorations for Church Events		
2500	Utilities	4210	Confirmation Ministry		
2510	Utility - Electricity	4220	Congregational Prayer Life		
2520	Utility - Gas	4240	Evangelism Team		
2530	Utility - Telephone	4250	Family Ministry & Sunday Funday	\$ Amount	Expense Charged (see chart)
2540	Utility - Water	4270	Graduation Gifts	Allibuit	Expense charged (see chart)
2600	Insurance	4280	Heritage Sunday/Homecoming		
2610	Chapel & Edcucation Bldg	4290	His Image	\$	
2700	Service Contracts	4295	Laity Day		
2710	Contingency/Misc	4300	Misc Program Ministry Expense	\$	
2720	Elevator Inspection	4350	Missions Global Outreach Team		
2725	Elevator Maintenance	4400	Music Ministry	\$	
2730	Fire Alarm Monitoring	4500	Nursery Ministry	,	
2731	Fire Alarm/EVAC System	4510	Open Door Repair Campaign	\$	
2732	Fire Inspections	4520	Radical Hospitality		
2733	Fire Sprinkler Inspection	4530	Senior Adults	\$	
2740	HVAC Service (Qtrly Prev Maint)	4600	Small Group Ministries	•	
2750	Kitchen Vent Hood	4700	Staff Meeting Luncheons	Ś	
2760	Paper Folder Maintenance	4710	Stephen Ministries		
2770	Pest Control	4720	Stewardship	\$	
2780	Termite Inspection	4730	Sunday Hospitality		
2790	Trash Service	4800	Vacation Bible School	\$	
2800	Technology	4850	Wednesday Night Supper		
2810	AV Equipment	4860	Worship	\$	
2820	Computers	4870	Young Adults		<u>'</u>
2830	Copiers Lease	4900	Youth Ministry Expense	\$	TOTAL
2835	Copiers Maintenance	Preschool Program			= receipts for all charges above.
2840	Hardware	6400	Preschool Operating Expense		_
2850	Internet		oper Program	Must have your signature and approval	
2860	Phone Equip Repair	7050 Youth Supper Expense		signature before check can be issued.	
2870	Software Miscellaneous	Wednesday Night Supper Program		<u> </u>	
2875	Software Purchase	7100	WNS Coordinator (\$250 wkly)	Requestor's Si	ignature:
2880	Telephone Maintenance	7105	WNS Expense (\$300 wkly)	nequestor s si	gnature.
2890	Website Redesign	Other Funds			
2900	Special Projects	Benevolence Fund			
2910	Special Projects	Flower Fund			
2930	General Contingency	Other		Approved by	chair of Committee:
	<i>,</i>			Approved by (	chair of Committee.