

St. John United Church

Wilde Lake Interfaith Center • 10431 Twin Rivers Road, Columbia MD 21044 • 410-730-9137

OPERATING BUDGET VOUCHER: Authorization of Church Expenditures

PREPARATION INSTRUCTIONS FOR REQUESTER: Complete sections 1-4. Include in Section 4:

- note to be included on the check's memo line (if needed)
- list of any forms that need to be sent with the payment
- any special mailing instructions (e.g., different mail-to address)

Submit for approval according to instructions on next page.

1. PURCHASE/EXPENSE INFORMATION

Item/Service: _____ Cost \$ _____

SJU Requester: _____ Date _____

Phone: _____ Email: _____

2. PAYMENT INFORMATION (MAKE CHECK PAYABLE TO)

Name _____

Address _____

City/State/ZIP _____

3. PLEASE MARK ACCOUNT TO CHARGE (fill in blank when necessary):

EMPLOYEE EXPENSE

- __ 101.110 Sr. Pastor ARE (auto, etc.)
- __ 101.130 Sr. Pastor Continuing Ed
- __ 101. _____

ADMINISTRATIVE EXPENSE

- __ 140.401 Office Expense
- __ 140.402 Telephone/Internet
- __ 140.403 Treasurer's Supplies
- __ 140.404 Church Communications
- __ 140.405 Workers' Comp/Insurance
- __ 140.407 Bank Fees & Unanticipated
- __ 140.411 Computer Expense
- __ 140. _____

EDUCATION EXPENSE

- __ 150.500 Church School Curriculum
- __ 150.504 Vacation Bible School
- __ 150.505 Adult/Family/Faith Development
- __ 150.507 IFC Library
- __ 150. _____

WORSHIP EXPENSE

- __ 160.601 Worship Materials
- __ 160.602 Music Program
- __ 160.603 Honoraria
- __ 160.607 Worship Conference
- __ 160.609 Funeral/Memorial Services
- __ 160. _____

MEMBER SERVICES EXPENSE

- __ 170.701 Congregational Care
- __ 170.706 Fellowship
- __ 170.708 Council Discretionary
- __ 170.709 Stewardship Campaign
- __ 170.711 Community Building Events
- __ 170. _____

MISSION EXPENSE

- __ 180.801 Discretionary Mission
- __ 180.804 Pastor's Discretionary
- __ 180.806 LGBTQ Support
- __ 180.810 PATH
- __ 180.811 BWES Support
- __ 180. _____

4. COMMENTS/INSTRUCTIONS:

5. APPROVAL PROCESS

Forward completed form along with accompanying documentation to the owner of the budget line (committee chair, ministry lead or Council member). Documentation to include:

- receipt(s), invoice(s), or other payment request
- any forms needing to be sent with the payment (as noted in section 4 – comments)

First Approver:

If expense is appropriate and within budget, the owner of the budget line (committee chair, ministry lead or Council member) authorizes the expense by signing the first line in the box below and entering the date the form was signed, the approver's printed name, and SJU position.

If over budget, or utilizing multiple budget lines with multiple owners, then Council Chair signs first line, and adds date of signature and printed name plus position.

First approver forwards the form and accompanying documentation to sjufinanceteam@gmail.com and SJUColumbia@gmail.com

Second approval line is for Finance Team designee only.

Expense Authorized By: _____
(signature, Committee Chair/Ministry Lead/Chair of Council)

Date _____ Printed name: _____
 SJU position: _____

Expense Authorized By: _____
(signature, Finance Committee designee)

Date _____ Printed name: _____

=====

FOR OFFICE USE ONLY

Date of Check: _____ Check # _____ Amount \$ _____

Check signed by: _____ On date: _____