

**Request for Payment**  
*Attach receipt or invoice for reimbursement*

Date of Request \_\_\_\_\_ Requestor name \_\_\_\_\_

Check payable to \_\_\_\_\_ Check amount \_\_\_\_\_

Special instructions (where to send/leave check, required memo)

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Nature of expense \_\_\_\_\_

**Is this expenditure from a liability account (funds held for others)? If so, please circle account:**

NIN 2370	OGHS 2350	Xmas Fund 2340	Strengthen the Church 2371	Compassion Xmas 2380	Women's Retreat 2225	Family Camp 2240	Other 2420
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*If not from a fund held for others, please use reverse side to circle the correct expense account.*

**Will this expenditure make use of restricted funds? If so, please circle the fund:**

Organ fund   Loaves & Fishes   Building contingency   Patrick Green lecture   Memorials   Other

Approved by \_\_\_\_\_

**Choose an account by circling the appropriate expense**

Building/grounds	Mission & Witness	Christian Ed.	Diaconate/worship	Community Life	Church Growth
Janitorial supplies 5710	OCWM 6011	General expenses 6110	Sanct. Supplies 6211	Kitchen supplies 6451	Advertising 6310
Building repairs 5740	UTS 6012	Youth programs 6120	Zoom operator 6212	Fellowship/Hosp. 6452	New members 6314
Mainten. Contracts 5745	Interfaith Action 6014	Intergen. events 6125	Sub. organist 6221	Miscellaneous 6454	<b>Personnel</b>
Equip. repairs 5750	JRLC 6015	Adult ed. 6130	Guest musicians 6222	Other planned exp. 6455	Advertising 5931
<b>Office &amp; tech</b>	Loaves & Fishes 6018	Confirmation class 6140	Music supplies 6224		Background check 5932
Office supplies 5430	UCC GLBT giving 6021	OWL 6150	Instrument main. 6225		<b>Council expense</b>
Hard/software 5572	SAP Area Seniors 6025				Delegate expense 5942
Tech support 5574	Discretionary give (UCC) 6030				Moderator's fund 5943
	Discretionary give (Other) 6032				