

# West Side Baptist Church Check Request

## CHECK REQUEST

## PURCHASE NOTIFICATION

(attach copy of receipts for reimbursement of purchases)

(attach copy of order, invoice, or church credit card purchase receipts)

Date:	Date:						
Payable to:	Vendor:						
Description:	Description:						
Account No.	Account No.						
<i>(Refer to the accounts listed below and scroll down for more accounts)</i>							
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border-bottom: 1px dashed black;"><b>MINISTRY Accts:</b></td> <td style="text-align: center; border-bottom: 1px dashed black;"><b>CURRICULUM:</b></td> <td style="text-align: center; border-bottom: 1px dashed black;"><b>STAFF EXPENSES:</b></td> </tr> <tr> <td style="border: none;">                     5345 Senior Adults    5340 College Ministry                      5386 Men's Ministry    5335 Youth Ministry                      5387 Women's "    5350 Children's "                         5520 Preschool                 </td> <td style="border: none;">                     5700 Adults    5701 College                      5703 Children    5702 Youth                      5704 Preschool                 </td> <td style="border: none;">                     5207 Senior Pastor                      5213 Minister to Students                      5214 Worship Coordinator                      5503 Administrative/Other Staff                 </td> </tr> </table>		<b>MINISTRY Accts:</b>	<b>CURRICULUM:</b>	<b>STAFF EXPENSES:</b>	5345 Senior Adults    5340 College Ministry 5386 Men's Ministry    5335 Youth Ministry 5387 Women's "    5350 Children's " 5520 Preschool	5700 Adults    5701 College 5703 Children    5702 Youth 5704 Preschool	5207 Senior Pastor 5213 Minister to Students 5214 Worship Coordinator 5503 Administrative/Other Staff
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Check Amount:	Total Amount:						

Mail check     Hold for Pick-up

Pay Invoice Attached     Hold for Vendor Invoice

Requested by:	Approved by:
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### EXPENSE ACCOUNTS

**Fellowship Team**

- 5640 Kitchen Supplies
- 5305 Bereavement
- 5705 Social Services/Benevolence
- 5645 Fellowship
- 5530 Leadership Vision Dinner
- 5641 Dine with Nine
- 5642 Sports

**Ministry Support**

- 5370 Library/Media
- 5635 Property & Space
- 5600 Transportation

**Evangelism**

- 5300 Women on Mission
- 5105 Cooperative Program
- 5110 Augusta Baptist Association
- 5710 Weekday Religious Education
- 5522 Advertising
- 5355 Harvest Events
- 5356 Block Party
- 5524 Outreach
- 5545 New to Community
- 5524 Outreach
- 5915 Mission Projects/Trips

**Worship/Music**

- 5405 Adult Choir
- 5406 Praise Team
- 5415 Children's Choir
- 5540 Technology
- 5521 Flowers
- 5425 Music Equipment Maintenance
- 5426 Lord's Supper

**Discipleship**

- 5345 Senior Adults
- 5386 Men's Ministry
- 5387 Women's Ministry
- 5340 College Ministry
- 5335 Youth Ministry
- 5350 Children's Ministry
- 5351 Mega Sports Camp
- 5520 Preschool Ministry
- 5365 Discipleship Ministry
- 5375 AWANA Ministry
- 5715 Spiritual Growth Campaign

**Operating Expenses**

- 5515 Office Supplies
- 5806 Postal Services/Stamps, etc.
- 5807 Publications/Subscriptions

CONTACT VICKIE FOR OTHER OPERATING EXPENSE ACCOUNTS