

St. Peter's United Church of Christ
Voucher for Checks 2022-2023

Prepared by: _____ Date Prepared: _____ Date Needed: _____

Make Check Payable to: _____

Address: _____

Purpose of Payment: _____

Amount of Payment: _____ Please attach Receipt or Invoice

Account Number : _____ (See account numbers below)

Authorized by: _____ Date Authorized: _____

Note: * Vouchers can be filled out by anyone.
 * Vouchers submitted must be authorized by the appropriate Team Leader, Executive Officer, or Pastor of the Church.
 * A voucher cannot be authorized by the person receiving the check.

Personnel

GENERAL FUND

8113 Pastor Auto Reimburse 8115 Pastor Continuing Education 8116 Professional Expenses 8123 Assoc Pastor Auto Reimburse 8125 Assoc Pastor Continuing Educ 8126 Assoc Pastor Professional Exp 8143 Continuing Education, Staff 8146 Guest Preachers Administrative Expenses Office Expenses 8210 Postage 8220 Office Supplies 8230 Administrative, Misc	Utilities 3310 Natural Gas 3320 Electricity 3330 Water/Sewer 3340 Trash Pick Up Maintenance Contracts 3410 Lawn Care 3420 Snow Removal 3430 Mulch & Landscaping 3440 Fire Extinguishers 3450 HVAC Prev Maint 8138 Custodial Vendor	Worship Expenses 8320 Bulletins 8330 Communion Supplies Technology 4010 Copier Lease 4020 Technology Support 4030 Software 4040 Hardware 4050 Telephone 4060 Cable 4070 Technology Misc	Maintenance & Repairs 3110 Electric 3120 HVAC 3130 Plumbing 3140 Small Appliances 3150 Maintenance Supplies 3160 Grounds Maintenance 3170 Carpet Cleaning 3180 Natural Habitat Janitorial Supplies 3210 Spectrum 3220 Paper Products 3230 Misc
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GENERAL FUND - TEAM EXPENSES

Education 5130 Supplies 5140 Education Misc 5210 Youth Activities 5220 Confirmation 5230 Vacation Bible School 5240 Children's Worship 5250 Youth Misc 5320 Adult Study Curriculum 5330 Adult Education Misc 5410 Fall Events 5420 Spring Events	Congregational Care 4110 Paper Goods 4120 Activities 4130 Fellowship Meals 4140 Sports Team Fees 4150 Snacks & Supplies 4160 Flowers & Caregiving 4170 Cards & Postage 4190 College care 4195 Miscellaneous Missions 5511 Family Promise 5512 Crisis Intervention 5513 Border Missions 5514 Miscellaneous	Music 6510 Guest Organist-Musicians 6520 Music 6530 Supplies 6540 Training 6550 Ensemble Apparel 6560 Maintenance 6570 Misc Spiritual Life 6130 Retreats 6210 Altar Flowers 6310 Special Programs 6420 Miscellaneous	Generosity 7410 Generosity Misc Admin/Exec 8510 Liability Insurance 8520 Accounting Services 8530 IKC Annual Gathering 8540 Leadership Retreat
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Governance Council

9110	Accessibility Fund
9120	Building Fund
9150	Major Maintenance
9160	Seminary Scholarship Fund
9180	Donor Directed Building Fund

Missions

9330	Family Promise
9340	Missions Reserve

Pastors

9220	Pastor's Discretionary
9230	Leadership Development