

CHECK REQUEST FORM



Montclair Presbyterian Church

5701 Thornhill Drive, Oakland, CA 94611

Phone: (510) 339-1131

DATE: _____

FORM FILLED OUT BY: _____

DATE CHECK NEEDED: _____

AMOUNT: _____

APPROVED BY(Committee Chair): _____

CHARGE TO (Committee or Activity): _____

CHARGE TO ACCOUNT NUMBER:
(For account numbers, see back of this form.) _____

RECEIPTS and/or INVOICES ATTACHED? YES NO

DESCRIPTION: _____
(first six words used for memo line of checks)

CHECK NUMBER _____

MAKE CHECK PAYABLE TO: _____

MAIL CHECK TO ADDRESS: _____

GIVE CHECK TO: _____

ACCOUNT NUMBERS

INTERNAL EXPENSES

633 Guest Preachers & Interns
643.0 Educational Allowance
668 Staff Training
701 Custodial Supplies
702 Building Repair & Improvements
703 Utilities
704 Garbage
705 Landscaping
706 Janitorial Service
707 Kitchen equipment & supplies
708 B & G Equipment
711 Insurance
712 Taxes & Licenses
720 Office Expenses - other
721 Postage
722 Telephone
723 Office Supplies
724 Equipment Maintenance
725 Finance Charges
726 Photocopy Costs
727 Miscellaneous Office expense
728 Equipment/Software
729 Internet - Web Page expense
730 Bank Charges
731 Outside Printing Costs
732 Thornhill School Parking Rental
810 Session Retreat
812 Pastor's Discretionary Fund - internal
820 Church School (Godly Play)
821 Nursery & Child Care
832 Memorials Expenditures - internal
835 Music Program - expense
836 Celebration - expense
837 Instrument Maintenance
840 Audio Tape - expense
842 Weddings/Memorials - expense
843 Family Life
844 Book Depot - expense
845 Family Hour - expense
846 Flowers - expense
847 Membership Committee - expense
848 Mission Study - expense
850 Youth Activities - expenses
8524 2014 Youth Mission Trip - expense
8525 2015 Youth Mission Trip - expense
857 Youth Retreats - expense
860 Adult Education - expense
8654 2014 Family Camp - expense
8655 2015 Family Camp - expense
870 Art Gang - expense
871 Poets & Storytellers

872 Eco Stewards - internal expense
874 Global Concerns - internal expense other
874.9 Global Concerns Non-Tax-Deduction
876 More Light Committee - internal expense
8791 Yule Feast – internal expense
8795 Women's Retreat
881 Peace Making - internal expense
884 Per Capita Tax payment
898 Miscellaneous

EXTERNAL EXPENSES

912 Pastor's Discretionary Fund - external
931 Restricted Gifts - external giving
939 Food Basket - external giving
972 EcoStewards - external giving
973 Community Action - external giving
974 Global Concerns - external giving
974.1 IPRAssistance - external giving
974.3 Rev Sirirat Pusurinkham - expense
974.6 JHAH Travel Scholarships
976 More Light Committee - external giving
979.3 Yule Fast - external giving
981 Peace Making - external giving
982.1 Pensions, Minority Education - expense
982.4 Local Food Programs
985 Community Giving
986 Seminary Scholarship Awards
987 Giving To The World - external giving
988 One Great Hour Sharing - external giving
992 S.F. Theological Seminary
993 PCUSA General Mission