



Instructions for use: This form is used to authorize payment of invoices, bills, statements, expense reimbursements and similar debts of the church. In ordering payment: (1) all the information needs to be completed and (2) the form needs to be signed by a church officer or authorized staff member. Any Active Elder or any Trustee and authorized staff member may sign the form. The signatures act as assurance that the payment has been authorized by the Session, specifically under the annual church budget, that the goods or services have been received or contracted, and that the signer has the authority to order the payment for the church.

Pay To (Payee):	
Name:	Address:

Pay For:		
<input type="checkbox"/> Invoice No.	Acct:	Date of Receipt:
<input type="checkbox"/> Reimbursement for payment by above Payee (attach receipt, cancelled check, credit card statement, etc.)		
Items/Services Purchased (attach invoice, packing slip, order form, order acknowledgement, etc; (attach additional list if needed)		

CHARGE TO

<input type="checkbox"/> Acw. Fd. Pantry (2311) \$	<input type="checkbox"/> Flower Fund (2260) \$	<input type="checkbox"/> Nursery (2268) \$	<input type="checkbox"/> Refresh (5502) \$
<input type="checkbox"/> Adult SS (5303) \$	<input type="checkbox"/> Gas (5026) \$	<input type="checkbox"/> Nature Fund (5400) \$	<input type="checkbox"/> Refuse (5506) \$
<input type="checkbox"/> Bldg Mtn/Upkeep (5504) \$	<input type="checkbox"/> Instrument Mtn (5215) \$	<input type="checkbox"/> Nature-Card Sup (5412) \$	<input type="checkbox"/> Security (5511) \$
<input type="checkbox"/> Children's SS (5302) \$	<input type="checkbox"/> Landscap/Prkg (5507) \$	<input type="checkbox"/> Nature-Med Sup (5411) \$	<input type="checkbox"/> Software (5080-001) \$
<input type="checkbox"/> Cleaning Costs (5503) \$	<input type="checkbox"/> Lawn Equip Repa (5508) \$	<input type="checkbox"/> Office Supplies (5080) \$	<input type="checkbox"/> Supplies (5513) \$
<input type="checkbox"/> Constant Contact (5081) \$	<input type="checkbox"/> Loan Principal (5102) \$	<input type="checkbox"/> Leadership Div (5325) \$	<input type="checkbox"/> Telephone (5561) \$
<input type="checkbox"/> Copier (5079) \$	<input type="checkbox"/> Mission/Outreach (5149) \$	<input type="checkbox"/> Pest Control (5505) \$	<input type="checkbox"/> VBS (5305) \$
<input type="checkbox"/> Electricity (5517) \$	<input type="checkbox"/> MOMH (2264) \$	<input type="checkbox"/> Prnt/Rcprd Music (5205) \$	<input type="checkbox"/> Water (5531) \$
<input type="checkbox"/> EPC Dev. & Plan (5148) \$	<input type="checkbox"/> Music Supplies/E (5222) \$	<input type="checkbox"/> Postage (5061) \$	<input type="checkbox"/> WOMH (2277) \$
<input type="checkbox"/> EPC Per Capita (5141) \$	<input type="checkbox"/> Music Training (5220) \$	<input type="checkbox"/> Printed Record (5205) \$	<input type="checkbox"/> Youth Prog. (5310) \$
			TOTAL \$

COMMENTS

Payment orders received by Wednesday will be processed on Thursday the same week. Please contact the Bookkeeper for expedited requests.

SIGNATURE		
Approved By:	Title:	Date:
desktop/forms/payment order		