

# Harmony UMC

## PURCHASE / PAYMENT REQUEST

- INSTRUCTIONS:**
1. PRE-APPROVAL Required for any request over \$500
  2. This form must be completely filled out to be processed.
  3. Attach any receipts or order forms. Attach bids if amount of expense exceeds \$5,000.
  4. Allow up to 30 days for approval.
  5. Request cannot exceed available budget or balance of applicable restricted fund.
  6. Use your name as Purchase Order Reference when charging items to Harmony & authorized to do so.

**MAKE CHECK PAYABLE TO (Vendor):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

**ACCOUNT NAME & NUMBER**  
to be charged: \_\_\_\_\_

\_\_\_\_\_

*Account # & Name is listed on the back of this form*

Date of Need: \_\_\_\_\_

*Please plan appropriately*

OR

Authorized Charge to Church Account with Vendor (identified below)

OR

Reimbursement Request

**PURPOSE OF EXPENSE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INVOICE or ORDER FORM ATTACHED

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
<i>Additional Page, Order Form, Spreadsheet may be attached if needed</i>			<b>TOTAL</b>	

**FINANCE APPROVAL**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Request <\$100 (Treasurer or Council Chair)

Request <\$1,000 (Treasurer AND Council Chair)

Request >\$1,000 Finance Team Approval

Meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_ or

Email dated \_\_\_\_/\_\_\_\_/\_\_\_\_

With vote of \_\_\_\_ for \_\_\_\_ against

Request \$5,000—Bids or Exception Approved by Support Team

**REQUESTED BY:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL for BUDGET LINE or RESTRICTED FUND by:**

Treasurer certification that Request is within Budget / Restricted Fund Balance. If not return to Finance Chair

Signature & Date \_\_\_\_\_

## **GENERAL FUND ACCOUNT #s**

### **Church Building**

6111 Electric  
6112 Church Gas  
6113 Sewer  
6114 Church Internet  
6115 Church Trash  
6116 Church Water  
6117 Phone  
6120 Fire System Monitoring  
6131 Building Maint. & Improvement  
6133 Janitorial Supplies  
6134 Lawn Mowing  
6135 Snow Removal  
6137 Church Maintenance Misc.

### **Office/General Admin. Expenses**

6210 Office Automation Fees (?)  
6221 Copier Lease  
6222 Copier Maintenance  
6223 Office Supplies  
6224 Office Equipment  
6226 Postage/Ad/Printing  
6300 Insurance

### **Parsonage**

6411 Parsonage Electric  
6412 Parsonage Gas  
6413 Parsonage Sewer  
6414 Parsonage Internet  
6415 Parsonage Phone  
6416 Parsonage Trash  
6417 Parsonage Water  
6420 Maintenance  
6421 Repair & Maint.  
6422 Snow Removal  
6423 Lawn Care  
6424 Parsonage Kitchen

### **Programming**

75110 Hospitality  
75130 Audio/Visual  
75160 Misc. Worship Exp.  
75200 Congregational Care  
75300 Missions  
75341 Expense for back packs (??)  
75350 Easter Offering

### **Outreach**

75510 Events  
75512 Egg Hunt  
75513 VBS  
75514 Movie Nights  
75515 Octoberfest  
75517 Autumn in the Park  
75518 Homecoming Parade  
75519 Blessed with a Dress- Homecoming  
75521 Memorial Day Picnic  
75522 Overland Block Party  
75523 Harmony Celebration  
75531 Pastor Meals  
75532 Church Meals  
75550 Pastor's Grace Fund (in & out via separate savings account)

### **Discipleship**

75611 ReGroup  
75612 Membership  
75614 Men's Retreat  
75615 Women's Retreat  
75620 Students  
75621 Youth Camp  
75623 Soda  
75631 Kids Worship Programming  
75632 Bibles  
75640 Kids Worship PreK Programming  
75650 Nursery

### **Payroll**

8130 Administrative Assistant  
8300 Worship Leader  
8600 Custodial  
8510 Sub Preacher  
8510 Sub Music