

**TRINITY EPISCOPAL CHURCH  
OPERATING ACCOUNT EXPENSE  
Check Request Form**

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Payable to: \_\_\_\_\_ Vendor # \_\_\_\_\_

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

Purpose of Funds: \_\_\_\_\_

Requested by: \_\_\_\_\_ Treasurer's Initial \_\_\_\_\_

**Worship**

- \_\_\_\_\_ 6321 Altar/Acolyte Supplies
- \_\_\_\_\_ 6311 Music Supplies & Expenses
- \_\_\_\_\_ 6315 Music Maintenance/Repair
- \_\_\_\_\_ 6331 Other Worship

**Administrative**

- \_\_\_\_\_ 6144 Convention/Seminar
- \_\_\_\_\_ 6422 Office Supplies
- \_\_\_\_\_ 6423 Computer System
- \_\_\_\_\_ 6424 Office Equipment Expense (contracts)
- \_\_\_\_\_ 6425 Equipment Repairs & Maintenance
- \_\_\_\_\_ 6426 Postage
- \_\_\_\_\_ 6428 Advertising
- \_\_\_\_\_ 6812 Custodial Supplies

**Church Programs**

- \_\_\_\_\_ 6102 Nursery Supplies
- \_\_\_\_\_ 6141 Library/Media Center
- \_\_\_\_\_ 6051 Fellowship Expense
- \_\_\_\_\_ 6132 Youth Program
- \_\_\_\_\_ 6052 Stewardship
- \_\_\_\_\_ 6122 Christian Education

**Plant & Operations**

- \_\_\_\_\_ 6841 Maintenance and Repairs to Property
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

*For reimbursement, you must attache receipts or statement of expense.*