

# FPC REQUEST FOR PAYMENT

PLEASE RETURN THIS COMPLETED FORM AND THE ORIGINAL RECEIPT OR INVOICE TO CHURCHADMIN@FPCLINCOLN.ORG

OFFICE USE ONLY ACH <input type="checkbox"/> CHECK <input type="checkbox"/> # _____
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Date: Rcvd _____ Submitted _____ Paid _____
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Inv#: \_\_\_\_\_ Date of Request: \_\_\_\_\_

RETURN CHECK TO: \_\_\_\_\_

**Make check Payable to:** \_\_\_\_\_

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

Committee: \_\_\_\_\_

Description: \_\_\_\_\_

Charge following account(s) for payment:	AMOUNT
Acct # _____ \$ _____	Acct # _____ \$ _____
Acct # _____ \$ _____	Acct # _____ \$ _____
<b>TOTAL</b> \$ _____	

Approved by: \_\_\_\_\_ (Approval must be other than the payee)

Staff or Committee Chair person OR  Committee Action – Date Appears in Minutes  Email from Committee Chair (e-mail attached)

**CHART OF EXPENSE ACCOUNTS:**

<p><b>Business Administration</b></p> <ul style="list-style-type: none"> <li>501010 - Administrative &amp; Legal Expenses</li> <li>501025 - Miscellaneous Expense</li> <li>501030 - Rep &amp; Maint - Office Equipment</li> <li>501035 - Office Equipment</li> <li>501040 - Postage Expense</li> <li>501050 - Printing Expense</li> <li>501060 - Building/Office Supplies</li> <li>501065 - Fellowship Supplies</li> <li>501070 - Telephone/Internet Expense</li> <li>501075 - IT and Software Support</li> <li>501080 - Admin Software/Licenses</li> </ul> <p><b>Christian Education</b></p> <ul style="list-style-type: none"> <li>502010 - Adult/Youth/Children Education</li> <li>502020 - Christian Education Curriculum</li> <li>502030 - Library/Videos/Movies</li> <li>502040 - Youth Fellowship Programs</li> <li>502050 - Youth Mission Trip Expense</li> <li>502053 - CE Advisor Expenses</li> <li>502055 - CE Special Events</li> <li>502060 - Bair Scholarship Expense</li> </ul> <p><b>Deacons</b></p> <ul style="list-style-type: none"> <li>502500 - Bereavement</li> <li>502510 - Stephen Ministry</li> <li>502520 - Baptisms</li> <li>502530 - Deacons:Member Care</li> </ul>	<p><b>Hospitality Team</b></p> <ul style="list-style-type: none"> <li>505030 - Hospitality Expenses</li> <li>505031 - Hospitality Special Events</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>503010 - Advertising</li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li>504020 - Media Repairs &amp; Maintenance</li> <li>504040 - Technology &amp; A/V Upgrades</li> </ul> <p><b>Mission Outreach &amp; Social Just</b></p> <ul style="list-style-type: none"> <li>506010 - Mission Local</li> <li>506020 - Mission Global</li> <li>506030 - Theological Education</li> <li>503040 - Unified Missions</li> </ul> <p><b>Music &amp; Fine Arts</b></p> <ul style="list-style-type: none"> <li>507010 - Arts for the Soul Expenses</li> <li>507020 - Contract Labor</li> <li>507030 - Music Expenses</li> <li>507040 - Music &amp; FA Repairs/Maintenance</li> </ul> <p><b>Property</b></p> <ul style="list-style-type: none"> <li>510010 - Custodial/Building Supplies</li> <li>510015 - Furniture &amp; Equipment</li> <li>510020 - Insurance - General</li> <li>510030 - Lawn &amp; Grounds Expense</li> <li>510040 - Pest Control</li> <li>510100 - Repairs &amp; Maintenance - Elevator</li> <li>510110 - Repairs &amp; Maintenance - HVAC</li> <li>510120 - Repairs &amp; Maintenance - Routine</li> <li>510130 - Repairs &amp; Maintenance - Special Pro</li> </ul>	<ul style="list-style-type: none"> <li>510200 - Security Expense</li> <li>510310 - Electricity</li> <li>510320 - Natural Gas</li> <li>510330 - Refuse Service</li> <li>510340 - Water</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>508240 - Office Mileage/Expense</li> <li>508260 - Search Expenses</li> <li>508270 - Staff Training</li> <li>508275 - Personnel Misc. Expenses</li> <li>508011 - DCE Prof. Expenses</li> <li>508104 - Pastor Prof. Expenses</li> </ul> <p><b>Session</b></p> <ul style="list-style-type: none"> <li>511020 - Presbytery Commissioner Expense</li> <li>511030 - Session Programs</li> <li>511035 - Session Retreat</li> <li>511040 - Session Task Forces</li> <li>51107W - Designated Gift-Welcome Center Ex</li> </ul> <p><b>Stewardship &amp; Finance</b></p> <ul style="list-style-type: none"> <li>512010 - Financial Review/Audit</li> <li>512020 - Stewardship Programs</li> <li>512030 - Financial Education Programs</li> <li>512350 - Bookkeeping Contract Services</li> </ul> <p><b>Worship &amp; Sacraments</b></p> <ul style="list-style-type: none"> <li>513010 - Worship Decoration Expense</li> <li>513020 - Pulpit Supply</li> <li>513030 - Worship Programs</li> </ul>
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