

Silverlake Community Church
CHECK REQUEST

Make Check Payable To: _____

Address: _____ City, Zip _____

DATE	DESCRIPTION	ACCOUNT NUMBER (REQUIRED)	AMOUNT

Staple all receipts to back of form. Allow TWO WEEKS for reimbursement.

SIGNATURE OF AUTHORIZED MINISTRY TEAM LEADER OR ELDER

TOTAL
AMOUNT \$

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ACCT. #	DESCRIPTION
51061	Gardening Service
51062	Custodial Service
51063	Building Maintenance
51064	Equipment Maint. & Repair
51065	Rubbish Collection
51066	Janitorial Supplies
51067	Computer Software
51068	Licenses & Permits
51069	Security Service
51070	Per Capita
51071	Equipment Purchases
51072	Office Supplies
51073	Copier Maint. Contract
51074	Mailing & Postage
51075	Comp. Liability Ins.
51076	LA County Property Tax

ACCT. #	DESCRIPTION
51077	Payroll Service
51078	Accounting & Legal Fees
51079	Bookkeeping Service
51080	Other Professional Svs
51081	Bank Charges
51082	Cell Phone Expenses
51083	Telephone & DSL
51084	Utilities—Gas
51085	Utilities—Water
51086	Utilities—Electricity
51087	Pastor Resources / Reim.
51088	Interest/ Penalty Expense
51090	Memberships
51091	Staff Training / Education
51096	Flowers
51097	Wedding / Memorial Exp.

ACCT. #	DESCRIPTION
51098	Renovation Exp.
5201	Leadership Programs
5202	EBW
5203	Arts Festival
5204	Fellowship
5205	HomeGroups/ Study Group
5206	Pulpit Guests
5301	Missionaries
5302	Mission Organizations
5303	Presbytery Mission
The following accounts require signature from Session Member	
11012	Mission Fund
11013	Deacons Fund
11014	Camping & Scholarship Fund
11016	Building Fund

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