

# Hope United Church of Christ Accounts Payable Voucher Form

**PLEASE NOTE: Please fill out asterisk items to insure proper payment.**

**\*VENDOR: (PAYEE)** \_\_\_\_\_

Address \_\_\_\_\_

**\*MAIL CHECK**                      Yes                      No                      Other \_\_\_\_\_

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

Invoice No.: \_\_\_\_\_

**\*INVOICE AMOUNT:** \_\_\_\_\_

**\*PAYMENT DUE DATE:** \_\_\_\_\_

**\*DESCRIPTION:** \_\_\_\_\_

**PLEASE NOTE: Please fill out asterisk items to insure proper payment.**

**\*PAYMENT SOURCE  
MUST BE CHECKED**

**NOTE: Please allow 5 business days for voucher to be processed**

5.030.310 Building Repair & Maintenance	5.020.310 Pastor & Staff Relations Expense
5.030.320 Grounds Repair & Maintenance	
5.030.330 Equipment Repair & Maintenance	5.020.400 Stewardship Committee Expense
5.030.210 Janitor Supplies	
5.030.230 Kitchen Supplies	5.050.000 Special Events Expenses
5.060.100 Capital Improvement Fund	
5.060.130 Small Building Projects	5.801.000 Evangelism & Communication Expense
5.030.110 Printing	5.020.210 Altar Supplies
5.030.120 Postage	5.020.220 Communion Supplies
5.030.130 Computer	5.020.240 Choir Music
5.030.140 Office Supplies	5.020.250 Bell Choir Music
5.030.150 Office Misc.	5.020.260 Special Music
	5.020.270 Pianist 8:15 Service
5.020.110 Sunday School Curriculum	5.020.275 Organ Supply
5.020.111 Children's Bulletins	5.020.280 Piano/Organ Tuning
5.020.112 Sunday School Supplies	5.020.285 Christmas Decorations
5.020.115 Teacher's Recognition	5.307.000 Loraine Edinger Special Music Fund
5.020.120 Child Care	
5.020.158 Vacation Bible School	Other (Please Describe)
5.020.500 Hospitality Committee	
5.020.550 Sunday Morning Donuts	

**\*PREPARED BY:** \_\_\_\_\_

**\*DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_

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

Check Printed by: \_\_\_\_\_

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

Check No.: \_\_\_\_\_

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

Check Signed by: \_\_\_\_\_

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

Check Signed by: \_\_\_\_\_

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