

RSCUCC Payment Request Form

Instructions: Please complete the form in its entirety, attach back-up documentation and obtain the appropriate sign-off approval before leaving in the "Green Sheet" box in the mail room.

Date: _____

Submitted by: _____ **Approval Signature:** _____

Payable To: _____

Address: _____

City/State/Zip: _____

Total Requested: _____

Date Check Needed: _____

1099 Reportable: Yes No
If yes, please attach a completed W-9 Form.

Comments: _____

Cost	Item	Date	Documentation Attached?	Account Code to be Charged

Processed by Accounting: _____

Personnel	
5024	Senior Pastor:Continuing Education
5026	Senior Pastor:Mileage/Professional Expenses
5106	Associate Pastor:Continuing Education
5107	Associate Pastor:Mileage/ Professional Expenses
5165	Dir. of Faith Formation:Continuing Education
5166	Dir. of Faith Formation:Mileage/Prof. Expenses
5085	Director of Music:Continuing Education
5203	Asst Dir of Music:Continuing Education
5327	Staff Tuition/Development
5329	UCC Meetings
Christian Education	
6011	Children's Curriculum
6013	Adult Curriculum
6014	Supplies
6016	Children's Special Programs
6017	Summer Programs
6018	Youth Programs
6021	Confirmation Curriculum
6022	Confirmation Gifts/Books
6026	Teacher Training & Recognition
6027	Safe Church
6029	Library
6050	Church Council
6051	Council General Expenses
Deacons	
6077	Honoraria
6079	Sanctuary Expense
6081	Easter/Christmas Flowers
6082	Hospitality
6087	Outreach
6091	Caring Ministry
6092	Spirituality and the Arts
6093	Misc. Deacons

Finance	
6127	Finance:Software and Hardware
Music	
6176	Organ Preventative Maint
6178	Clarion Brass (Easter)
6179	Soloists
6180	Piano Tuning
6181	Music Licensing
6182	Music Purchase
6183	Miscellaneous
6184	Soloists-Recital Series
6185	Mardi Gras Sunday
Social Action & Mission	
6201	ONA
6202	Eco-Justice
6204	Programs & Events
6205	Dues & Memberships
6292	Fifth Sundays/All Hands on Deck
6299	Global Mission Task Force
Office and Property	
6505	Email/Website Expense
6506	Stock Art
6508	Postage
6518	Paper
6535	Copier-Lease Plan
6679	Repairs & General Maintenance
6685	Custodial Supplies
6681	Computers
8010	Capital Improvements
Rock Spring's Wider Mission	
7020	Community Partners
7021	SEEC/Safe Haven Meals