

Rock Spring UCC "Green Sheet" Payment Request Form

Instructions:

1. Fill out ALL fields on the form (commonly used account codes are on the back) and attach back-up documentation such as receipts.
2. Get the form signed (or approved via email) by the staff or board member who is authorized to approve the expenses.
3. Write "scanned to bookkeeper on DATE" at the top of the form and scan or email the form, along with back-up documents, to bookkeeper@rockspringucc.org for processing.
4. Keep your copy of this form and back-up documents for your records.
5. Contact bookkeeper@rockspringucc.org if you have not received your check within three weeks.

Today's date:

Submitted by:

APPROVAL SIGNATURE:

Payable to:

Street Address:

City/State/Zip:

Total check amount requested:

Memo line (if applicable):

Date check is needed (if applicable):

Comments:

Is this 1099 reportable? Yes No

If so, please provide the payee's email address so that we can contact them regarding tax information:

Date	Item/Description	Cost	Documentation Attached?	Account Code

Processed by Bookkeeper: _____

Office and Property

6508	Office and Property: Postage
6518	Office and Property: Paper
6550	Office and Property: Office Expense
6677A	Office and Property: Lawn Mowing & Care
6677B	Office and Property: Snow Removal
6677C	Office and Property: Tree Pruning & Removal
6678	Office and Property: Fire Alarm + Elevator Maintenance
6679	Office and Property: Repairs & General Maintenance
6681A	Office and Property: Computers
6681B	Office and Property: IT Infrastructure (Clear Connection)
6681C	Office and Property: Website (Theory One)
6681D	Office and Property: Staff Software (Zoom, Adobe, Canva, Dropbox, etc.)
6681G	Office and Property: Audio/Visual System
6681H	Office and Property: Phone System (Vonage)
6684	Office and Property: Regularly Scheduled Maintenance
6685	Office and Property: Custodial Supplies
6696	Office and Property: AT&T
6697	Office and Property: Verizon

Rock Spring's Wider Mission

7021	Rock Spring's Wider Mission: SEEC/Safe Haven Meals
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Mission Projects

WTS	Welcoming the Stranger (WTS)
GAP	Green Accelerator Project (GAP)

Christian Education

6014	Christian Education: Supplies
6023	Christian Education: Confirmation Expenses
6029	Christian Education: Library

Deacons

6077	Deacons: Honoraria
6079	Deacons: Sanctuary Expense
6081	Deacons: Easter/Christmas Flowers
6082	Deacons: Hospitality

Finance

6126	Finance: Bank & Merchant Fees
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Music

6176	Music: Organ Preventative Maint
6180	Music: Piano Tuning
6181	Music: Music Licensing
6182	Music: Music Purchase

Social Action & Mission

6201	Social Action & Mission: ONA
6202	Social Action & Mission: Eco-Justice
6204	Social Action & Mission: Programs & Events
6292	Social Action & Mission: All Hands on Deck