

[Church Name]

DISBURSEMENT FORM

(ATTACH SUPPORTING DOCUMENTS)

RECURRING CHARGES for Church PRE APPROVED By COUNCIL

BUS NOW ACCOUNT # 10100 ADMINISTRATIVE-UNRESTRICTED:

PAYABLE TO: (check box and write any notes that apply)

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> UPPCO
#80020 | <input type="checkbox"/> SEMCO
#80035 | <input type="checkbox"/> TELEPHONE
#80010 | <input type="checkbox"/> WATER
#80040 | <input type="checkbox"/> Janitor Labor
#76010 |
|--|--|--|--|--|

** If "AMOUNT" total is DIFFERENT from past bill by more than \$_____ Council approval must be given prior to writing check **

Notes:

Check Completed By: _____ Date Paid _____ Amount \$ _____ Check# _____ **If needed-Council Signature/Date: _____
--

Disbursement form supersedes all related forms prior to Date: _____

Church Name

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[Church Name]

DISBURSEMENT FORM (ATTACH SUPPORTING DOCUMENTS)

DATE OF REQUEST _____ REQUESTED BY (If other than Payable to): _____

AMOUNT TO BE DRAWN FROM ACCOUNT

check box and write any notes that apply/ receipts required **prior to writing checks for all reimbursements**

DESIGNATED/TEMP RESTRICTED:

- | | | |
|---|---|---|
| <input type="checkbox"/> Contributions to other orgs.
#42050 _____
AFLC colored env. _____
_____ | <input type="checkbox"/> 1st Sunday of the Month
#42610 _____
_____ | <input type="checkbox"/> Bible #42160 |
| <input type="checkbox"/> AFLBS Scholarship #42150 | <input type="checkbox"/> To Individuals #42100
Jonni S. _____
_____ | <input type="checkbox"/> Men's Breakfast #42210 |
| | | <input type="checkbox"/> Other Meals #42220 |
| | | <input type="checkbox"/> Youth Activity #42190 |
| | | <input type="checkbox"/> Missions #42800 _____ |

GENERAL-UNRESTRICTED:

- Catered #76050
- "de minimis" Gifts Given from Church to
Individuals (e.g. mother's day flowers) #72000
- Guest Musicians #76030
- Guest Speaker #76020
- Sunday School Activities #73020
- Travel Reimbursements (approved worksheet
attached)

Charitable Contributions to:

AFLC:

- Evangelism #71113 _____
- Missionary Support #71112
- Miriam Infant Home #711122
- Tithe #71110 _____
- Other Organizations #71500 _____

ADMINISTRATIVE-UNRESTRICTED: BUS NOW BANK ACCOUNT #10100

- Advertising and Promotion #70112
- AFLC Admin Fees #75010
- Bank Service Charges #74000
- Dues and Subscriptions #70116
- Insurance #70030
- Professional Fees #75000
- Repairs and Maintenance #70010
- Small Tools and Equipment #70020
- Taxes-Property #68000

Church Supplies:

- Basic (batteries, candles, communion items, Pats Foods)
#70111 _____
- Books & Teaching Materials #73010
- Bulletins #70113
- Postage and Delivery #70114
- Printing and Reproduction #70115

PAYABLE TO _____ AMOUNT: \$ _____

Additional Notes:

If applicable: Pre-Approved amount UP TO \$ _____

Council Signature/Date: _____

Check Completed By: _____ Date Paid _____ Check# _____

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[Church Name]

DISBURSEMENT FORM

(ATTACH SUPPORTING DOCUMENTS)

Church Commitment for John Doe, PRE APPROVED By COUNCIL

(See council minutes from 3/2013)

PAYABLE TO:

AMOUNT TO BE DRAWN FROM ACCOUNT:

#10100 BUS NOW-GENERAL-UNRESTRICTED:

#71000 CHARITABLE CONTRIBUTIONS:

Sub-account #71400-

*** This is a 4 year commitment start day 4/2013 to be reviewed 3/2017 ***

Notes: _____

Check Completed By: _____

Date Paid _____ Amount \$ _____ Check# _____

***If needed-Council Signature/Date:* _____

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[Church Name]

DISBURSEMENT FORM

(ATTACH SUPPORTING DOCUMENTS)

KITCHEN-PRE APPROVED By COUNCIL UP TO \$25.00 per month

***See council minutes from 1/13 if over \$25.00 council approval needed prior to payment*

PAYABLE TO: _____

AMOUNT TO BE DRAWN FROM ACCOUNT:

KITCHEN BANK ACCOUNT #10150

Used for reimbursements to individuals only, for replenishing kitchen supplies

Kitchen supplies #71030

Notes:

Check Completed By: _____

Date Paid _____ Amount \$ _____ Check# _____

***If needed*-Council Signature/Date: _____

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