

- To request a payment of a bill (a bill to be paid) or reimbursement (you have already paid the amount) of an expense, please complete this form completely. The payment must be authorized by the signature of the Vestry member who has responsibility for expenditures in the relevant category. In the event of an emergency and the unavailability of the Vestry member, the senior Warden may authorize the expenditure. Before you incur an expense, you should check with the Vestry member to be sure that the Vestry has authorized the expenditure.
- You must attach a bill or a receipt to the request. You must identify the budget line item or fund to be charged for the expenditure. The back of this form lists the budget line items and funds, with the Ministry Team or person responsible for each item.
- If a line item to be charged has expended 90% or more of its annual budget amount, approval of Senior Warden, in addition to that of the appropriate Vestry member, is required before payment can be made. If a designated or restricted fund has been depleted, a payment cannot be made from that source and Vestry authorization for the expenditure from the operating funds must be obtained. It is up to the authorizing Vestry member to determine if the Senior Warden's signature is required.
- Place the completed form with attached documents in the folder of the person who is to authorize the payment.
- Please allow up to three weeks for issuance of checks.

Please use block letters when you complete this form. Thanks.

Type of request:	Payment of a bill (attach bill): <input type="checkbox"/> - or Reimbursement (attach receipt): <input type="checkbox"/>
Name of person to be reimbursed, or name and address of company or person to be paid:
Amount:	
Name of requester:	(Name of person who fills in this form)
Phone number of requester:	(Phone number of person who fills in this form)
Name of budget line item or fund to be charged:	(See backside of this form for account names)
Account number to be charged:	(See backside of this form for account numbers)
Item or items purchased or to be purchased:	
Vestry or staff member to authorize payment:	<input type="checkbox"/> Matt Chytka <input type="checkbox"/> Dargan Gilmore <input type="checkbox"/> Alicia Lester-Bodford <input type="checkbox"/> Ailsa Tessier <input type="checkbox"/> Jr. Warden <input type="checkbox"/> Jeremy Clos <input type="checkbox"/> Harlan Hagge <input type="checkbox"/> Cuyler O'Connor <input type="checkbox"/> Steve Wooden <input type="checkbox"/> Other: <input type="checkbox"/> Matt Dutton <input type="checkbox"/> Evelyn Judson <input type="checkbox"/> Tom Schuler <input type="checkbox"/> Sr. Warden
Requester's signature:	Date: __/__/__
Vestry or staff member authorization signature:	Date: __/__/__
Senior Warden signature (if required):	Date: __/__/__
Business Manager processing:	Check Number: _____ Business Manager Initials: _____ Date: __/__/__

Budget line items

Expense Area	Program / Account Name
	Programs
Finance	62600 · Diocesan Assessment
	Worship
Worship	62110 · Altar Supplies
Worship	62120 · Supply Personnel
Worship	62140 · Flowers
Worship	62150 · Nursery
	Music
Worship	62131 · Instrument Tuning
Worship	62132 · Sheet Music
Worship	62133 · Music - Other
	Parish Life & Pastoral Care
Outreach	62210 · Spirituality in the Arts
Newcomers	62220 · Welcoming New Members
Sr. Warden	62230 · Vestry/Diocesan Meetings
Parish Life	62240 · Receptions and Fellowship
Pastoral Care	62250 · Pastoral Care
	Outreach
Outreach	62310 · Outreach Programs
Outreach	62320 · Theological Education
Outreach	62350 · Evangelism
Outreach	62360 · Clergy Discretionary
Outreach	62370 · Deacon Discretionary
Outreach	63180 · Ugandan Mission
Outreach	63910 · Deacon's Discretionary Expenses
Outreach	63920 · Assistant's Discretionary Expenses
	Communications
Communications	62400 · Communications
	Christian Formation
Adult Formation	62530 · Adult Education
	Youth Education Program
Youth	62513 · Youth Education
Youth	62514 · Youth Activities and Trips
Youth	62515 · College Buddies
	Children's Education Expense
Children	62521 · Vacation Bible School
Children	62522 · Children's Education Other
	Church Management
Sr. Warden	61100 · Clergy Salaries/Housing
Sr. Warden	61120 · Clergy Pension
Sr. Warden	61130 · Youth Minister
Sr. Warden	61150 · Business Manager
Sr. Warden	61200 · Music/Office Salaries
Sr. Warden	61220 · Music/Office Pension
Sr. Warden	61250 · Music/Office P/R Taxes
Sr. Warden	61500 · Priest Associate Milage
Sr. Warden	61600 · Continuing Ed/Professional Dev
Sr. Warden	61700 · Clergy Travel
Sr. Warden	61900 · Clergy Hlth/LTD Insurance
Sr. Warden	61950 · Church Management Other
	Building/Grounds
B&G	65400 · Landscaping
B&G	65500 · Insurance
Sr. Warden	65600 · BB&T Loan Payment
Sr. Warden	65700 · BB&T Loan Principle
	Maintenance Expense
B&G	65115 · Maintenance-Other
B&G	65120 · Long Term Building Maintenance
B&G	65110 · Cleaning
	Utilities
B&G	65310 · Power
B&G	65320 · Telephone
B&G	65330 · Trash Collection
B&G	65340 · Water
	Continued ...

Expense Area	Program / Account Name
	Operations
	Administration
Sr. Warden	64910 · Bookkeeping
Sr. Warden	64920 · Computer Hardware & Software
Sr. Warden	64930 · Copier
Sr. Warden	64940 · Office Supplies/Postage
Sr. Warden	64950 · Audit

Designated or Restricted Funds

Expense Area	Liabilities and Equity / Account Names
	Current Liabilities
Sr. Warden	20100 · Prepaid Pledge Income
Sr. Warden	20200 · Security Deposit
Sr. Warden	20500 · Pension payable
	Long Term Liabilities
	Designated Funds
Finances	22100 · Long Term Maintenance
Finances	22220 · Misc. Fund - One-Time Transfers
Finances	22300 · Operating Reserve Fund
Finances	22600 · Extraordinary Organ Fund
Finances	22650 · Solar Project Fund
	Mortgages
Finances	21150 · BB&T Bank Loan
	Restricted Funds
Finances	23420 · Build it Forward
Children	23500 · Children's Ministry
Youth	23510 · Youth Ministry & Confirmation
Outreach	23530 · Faith and Science
Outreach	23540 · Spirituality in the Arts
Adult Formation	23570 · EFM Scholarship
Youth	23560 · Youth Trips
Youth	23565 · Pilgrimage Scholarship
Worship	23600 · Clergy Discretionary Fund
Worship	23610 · Altar Guild
Pastoral Care	23820 · Memorials
Pastoral Care	23850 · Memorial Garden
Pastoral Care	23910 · Deacon's Discretionary Fund
Pastoral Care	23930 · Bishop's Discretionary Fund
	Outreach
Outreach	23130 · Honduras
Outreach	23140 · Outreach

2017 Vestry or Staff Member to Authorize Payment

Expense Area	Vestry or staff member
Adult Formation	Dargan Gilmore
Buildings & Grounds (B&G)	Cuyler O'Connor
Children's Formation (Children)	Kathryn Buckley
Communications	Matt Chytka
Environmental Stewardship	Alicia Lester-Bodford
Finance	Matt Dutton
Membership (Newcomers)	Steve Wooden
Outreach	Tom Schuler
Parish Life/Focus Group Initiatives	Ailsa Tessier
Pastoral Care	David Lynch
Stewardship	Jeremy Clos
Worship	Waltye Rasulala
Youth	Kathryn Buckley

If you are in doubt about how to fill out this form—contact one of the Wardens or the Business Manager.