

In kind- Financial Secretary Box – Pattie Holt

Check Request-Treasurer Box – Roger Paulsen ([RogerAPaulsen@cs.com](mailto:RogerAPaulsen@cs.com))

St. Andrew Presbyterian Church

# Payment Voucher

<b>Please pay to Or Credit In-Kind</b>	
<b>Amount \$</b>	
<b>Charge to Ministry</b>	
<b>Budget Line Item#</b> (refer to back of paper)	
<b>Description of Goods</b> (as needed)	
<b>Signed</b>	
<b>Date</b>	

**Guidelines:**

1. Attach receipts for out-of-pocket expenses if you have them.
2. *Timing* for payment is vital. Assignment to the correct billing category can come later.
3. Please be prompt. Delays of even a week or two may cost us late charges or double billing errors.
4. Request for payment \$100.00 or less signed by requestor. Over \$100.00 co-sign by Elder.

Creation Care & Sustainability		Worship & the Arts		Proclamation & Evangelism		Compassion, Justice, & Peace	
<b>Personnel</b>		Chancel Choir Music	110	Youth Ministry Programs	220	ARISE	404
<b>Pastor</b>		Instrument Care	130	Adult Nurture & Curriculum	230	ARISE Food Support	404A
Flexible Spending	609	Piano Music	140	Adult Leadership Training	234	Salvation Army	412
Auto & Travel Expense	616	Licenses/Liturgy Resources	160	New Member recruitment	510	Youth Mission Trips	417
Continuing Education	617	Worship Supplies	170			Communities in Schools	419
Professional Expenses	618	Youth Musical (NOISE)	195			REACH	425
		Ministry Gifts	310			Bridge Ministries	430
<b>Associate Pastor for Youth, Families &amp; Community</b>		Receptions/Kitchen	320			Bridge Food Support	430A
Auto & Travel Expenses	662	Supplies				Luther's Table	437
Continuing Education	661	Wednesday dinners	350			CJP Contingency	490
Professional Expenses	662						
<b>Associate Pastor of Music &amp; Worship</b>							
Continuing Education	632						
<b>Finance/ Admin</b>							
Stewardship Campaign	475						
Office/Computer Supplies	780						
Website/SharePoint	788						
<b>Facilities</b>							
Maintenance Supplies/Hdwr	910						
Janitor Supplies	915						
Church Grounds	920						
Computer Maintenance	950						