

Voucher & Receipt for Purchases

| | |
|---------------------|---------------|
| Date of Purchase: | Your Name: |
| Amount of Purchase: | Phone Number: |
| Payable To: | |

- Please attach the receipt to the back of this form before turning it in.
- If this purchase is \$250 or more you will need to also attach committee minutes showing the motion passed approving the purchase.
- If you have made a purchase for the church using your own money and would like reimbursement, you must turn the request in within 30 days of purchase, after 30 days it will be considered a donation to the church.

Family & Friendship

Budgeted Expense 607

Advertising ____
 Family Ministry ____
 Café Expense ____
 Lay Ministries ____
 Outreach ____
 Wed. Night Meals ____

Reserve Account 350

Family & Friendship ____
 Lay Ministry ____

Questions? Contact church office or
 e-mail caumc.treasurer@gmail.com

Council

Budgeted Expense 601
 Expense ____

Education & Youth

Budgeted Expense 605

Church School ____
 Curriculum ____
 Library Fund ____
 Programming ____
 Teacher Support ____
 VBS ____
 Youth ____

Reserve Account 350

Education ____
 Child/ Youth Min ____
 Celebrations ____
 Equipment ____
 Study Books ____
 Youth ____
 Child/Youth Scholar ____
 Youth conf. Grant ____

Trustees

Budgeted Expense 640

Facility Upgrade ____
 Snow Removal ____
 Lawn Care ____
 Maintenance ____

Reserve Account 320

Stewardship/ Facility ____
 Parking Lot Grass ____
 Parking Lot Youth ____
 Long term Maint. ____
 Bldg Cap Camp ____
 Hobbs House ____

Mission & Outreach

Budgeted Expense 615

Special Projects ____
 Fundraising/ advert. ____

Reserve Account 350

Covid 19 Response ____
 Bis & Grav/ Sp proj ____
 Silent Auction ____
 Missions/ Outreach ____
 Endowment /M&O ____
 Miss VIM Scholar ____

Worship

Budgeted Expense 650

Copyright Lic ____
 Decorations ____
 Music ____
 Organ Tuning ____
 Piano Tuning ____
 Prof Development ____
 Choir Scholarship ____
 Subscriptions ____
 Worship Supplies ____

Reserve Account 350

Worship ____
 Bells ____
 Choir ____
 Paraments ____

Stewardship

Budgeted Expense 630

Audit ____
 Materials ____

Reserve Account 350

Stewardship/ Fin. ____

Office

Budgeted Expense 619

Copier ____
 Office Exp ____
 Treasurer ____
 Website ____
 Subscriptions ____

Other

Reserve Account

Softball ____
 Creating for others ____
 Fair Trade ____

Staff Parish

Budgeted Expense 625

Conferences ____
 Contingency Fund ____
 Safe Gathering Training ____

Memorials 340

Memorial: _____

For: _____

Additional Information: