



FUMC Check Request Form

First United Methodist Church

Payable To (Name, Address, City, Zip):

Purpose/Description:

CLASS:	ACCOUNT NUMBER*:	AMOUNT:
<input type="checkbox"/> BUDGET/PROGRAM		
<input type="checkbox"/> RESTRICTED FUNDS		
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL:	\$

REQUESTED BY: _____ (Print)

APPROVED BY: _____ (Print)

_____ (Sign)

_____ (Approval Date)

Submit Completed Form to: Assistant Director of Business Operations

*See chart of accounts on reverse side

PLEASE STAPLE
VENDOR
RECEIPT TO
BACK OF THIS
SHEET

Date
Submitted:

Date Needed:

Please note: checks
may take up to 10
days to be cut, signed
& available

Select one:
 MAIL
 HOLD IN
BUSINESS
OFFICE FOR
PICK UP
 PUT IN
_____ 'S
BOX

Expense Categories

Account #	Account Name	Notes
61200	Business Licenses and Permits	
61300	Computer and Internet Expenses	
61350	Background Check Fees	
61400	Office Equipment	
61500	Office Supplies	
61700	Postage and Delivery	
61800	Telephone & Broadband	
62100	Building and Property Security	
62300	Janitorial Expense	
62400	Grounds Expense	
62500	Repairs and Maintenance	
62505	Repairs and Maintenance - Inspections	
62600	Small Tools and Equipment	
62650	AV Equipment and Supplies	
62710	Electric	
62730	Natural Gas	
62740	Trash Removal	
62750	Water/Sewer	
62810	Vehicle Registration	
62820	Vehicle Maintenance	
62830	Fuel	
63160	Clergy Expense Reimbursement	Only to be used by Clergy
63220	Continuing Education	
65100	Advertising and Promotion	
65150	Books/Teaching Materials	
65200	Conferences/Meetings/Retreats	
65230	Contract Services	
65240	Instrument Upkeep	
65250	Dues & Subscriptions	
65300	Equipment & Storage Rental	
65350	Flowers	
65375	Meals & Activities	
65400	Food & Beverage Expense	
65425	Office Paper	
65500	Guest Artists and Speakers	
65530	Choral Scholars/Section Leaders	Only to be used by Worship Team
65600	Supplies and Equipment	
65630	Mission Trip Expense	
65650	Printing and Reproduction	
65750	Transportation & Milage Expense	
65800	Appreciation / Gifts	
65810	Scholarship Expense	
65820	UM Benevolences (not to MSC)	UM donations NOT to local Mountain Sky Conference
65830	UM Benevolences (sent to MSC)	UM donations send thru local Mountain Sky Conference
65840	Non- UM Benevolences and Charity	Donations to non-profits NOT Methodist related

