

**St. Mark's Lutheran Church
Requisition Approval Form**

Person initiating purchase request: _____

Budget Category number:_____ **Amount \$**_____

Budget Category number:_____ **Amount \$**_____

Total Amount \$_____

(If applicable, split costs between budget categories; see General Fund Cost Account List from Approved Annual Budget on back of this form)

Activity to be supported by this purchase / reason for purchase:

Have funds been raised for this purpose? Yes No
(Circle one)

To be purchased from:_____

To be charged to St. Mark's account or credit card: Yes No
(Circle one)

Reimbursement : Yes No
(Circle one)

Approved by Committee Chair / Council Member:

Signature_____ **Date:**_____

Notes:

1. Provide copy to church secretary if item is to be delivered to church by others.
2. Attach invoice to approved requisition form and put in treasurer's mail box.

General Fund Cost Accounts:			
4000	Community Ministry		4600 Parish Communications
4010	ELCA Mission Support		4610 Postage
4020	MLM		4620 Office Supplies
4030	LWR-World Relief		4630 Internet Service
4040	Cookie Cottage		4640 Telephone
4070	Mountain of Food(Desig)		4650 The Lutheran Magazine
4090	Hollis Renewal Center		4660 Library
4095	Special Offerings/other		4670 Archives
	Caring Ministries		
4050	Community Care		4700 Professional Staff Salaries & Benefits
4055	Stephen Ministry		4710 Pastor Compensation Package
			4720 Housing
4100	Facilities		4730 FICA & Medicare
4101	Building Maintenance		4740 Auto Expense
4102	Insurance		4750 Pension, Med. Expense
4103	Utilities-Electricity		4770 Continuing Education
4104	Utilities-Gas		4780 Professional Expense
4105	Utilities-Water		4790 Miscellaneous
4106	Utilities-Garbage		
4108	Repairs & Maintenance		Other Staff Salaries & Benefits
4109	Fire Service Contract		4810 Worship Organist
4110	Maintenance Supplies		4820 Social Security
4111	Snow Removal		4830 Office Support
4113	Copier Payment		4840 Social Security
4114	Grounds Maintenance		4850 Supply Organist
4117	New Property Expense		4860 Supply Pastor
4118	Copier Service Contract		4870 Workman's Comp. Ins.
			4874 Contemporary Pianist
4200	Worship		4876 Social Security
4210	Worship Supplies		4880 Youth Director
4230	Bell Choir Music		4883 Continuing Education
4240	Singing Choir Music		4886 Nursery Attendants
4250	Copyright Fees		4887 Nursery Supplies
4290	Flower Expense		
			4900 Professional Associations/Conferences
4300	Evangelism		4910 Synod Assemblies
4310	Newspaper Ads		4930 CSS Area Ministry
4315	Advertising/Website		4935 Annual Corporate Fee
4320	Yellow Pages		4940 Council Retreats
4375	Door Step Visitor Supplies		
4380	Puppet Ministry		5000 Transfers
			5010 Parish Education
4400	Fellowship		5020 Youth
4410	Refreshments		
4440	Fellowship Programs		5510 Unbudgeted
4460	College Student Outreach		5520 Capital Campaign Expenses
			6010 Call Process Expenses
4500	Stewardship		6020 Other Program Expenses
4510	Stewardship program		
4520	Offering Envelopes		