

**PRESBYTERY OF MILWAUKEE
CHECK REQUEST / EXPENSE VOUCHER**

PAYABLE TO: _____
ADDRESS: _____

INVOICE # _____
SPECIAL INSTRUCTIONS: _____

For accounting use only

Payee _____
 Check date _____ CK # _____

<u>ACCOUNT #</u> (see reverse)	<u>ACCOUNT NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL AMOUNT: \$ _____

SUBMITTED BY _____ **DATE:** _____

INSTRUCTIONS:
 Attach all receipts and supporting documents to this voucher. You are responsible for obtaining authorization from the responsible commission or task force.

Personnel Expenses

Presbytery Executive

- 1.01.5011 - Pres. Exec. Salary
- 1.01.5012 - Pres. Exec. Benefits
- 1.01.5014 - Pres. Exec. Professional Exp
- 1.01.5015 - Pres. Exec. Continuing Education
- 1.01.5017 - Pres. Exec. Suppl Coverage (Dental)

Office Manager

- 1.01.5021 -Office Manager Salary
- 1.01.5022 - Office Manager Benefits
- 1.01.5024 - Office Manager Professional Exp
- 1.01.5025 - Office Manager Continuing Education
- 1.01.5027 - Off. Mgr. Suppl. Coverage (Dental)

Assoc for Ministry Vitality

- 1.01.5031 -Assoc Min Vitality Salary
- 1.01.5032 - Assoc Min Vitality Benefits
- 1.01.5033 - Assoc Min Vitality FICA/SECA
- 1.01.5034 - Assoc Min Vitality Professional Exp
- 1.01.5035 - Assoc Min Vitality Con Education
- 1.01.5036 - Assoc Min Vitality Housing
- 1.01.5037 - Assoc Min Vital Suppl Cov (Dental)

Communications Associate

- 1.01.5041 - Communications Assoc Salary
- 1.01.5044 - Communications Assoc Prof. Exp
- 1.01.5045 - Communications Assoc Continuing Ed

Stated Clerk

- 1.01.5061 - Stated Clerk Salary
- 1.01.5064 - Stated Clerk Professional Expense

Treasurer

- 1.01.5410-Treasurer Expenses

Administrative Expenses

- 1.02.5406 - Bank fees
- 1.02.5407 - Audit/Review
- 1.02.5410 - Bookkeeping expenses
- 1.02.5415 - Books/Calendars/Subscriptions
- 1.02.5420 - Equipment Maintenance
- 1.02.5425 - Equipment Purchases
- 1.02.5430 - Insurance
- 1.02.5435 - Postage/Mailing/Shipping
- 1.02.5440 - Printing
- 1.02.5445 - Rent
- 1.02.5450 - Supplies
- 1.02.5455 - Technology
- 1.02.5460 - Telephone/Internet
- 1.02.5465 - Website

Standing Commissions

Commission Pastoral Ministries

- 1.06.6235 - Minister Gatherings
- 1.06.6245 - Des Fnd Pastor Support
- 1.06.6305 - Comm on Pastoral Ministries
- 1.06.6310 - Readiness Assessments

Commission on Transitional Ministries

- 1.05.6205 - Comm on Transitional Ministries
- 1.05.6240 - Background Checks
- 1.05.6250 - Des Fnd Ernest Glenn Plan

Commission on Congregational Vitality

- 1.04.5530 - Leadership Development
- 1.04.6005 - Mission Opportunities
- 1.04.6030 - Des Fnd Youth Camper Scholarships
- 1.04.6220 - Des Fnd Congregational Vitality

Council

- 1.03.5505 - Meeting/Education Expenses
- 1.03.5515 - Youth Ministry Expenses
- 1.03.5520 - Commission/Legal Fees
- 1.03.5525 - New Way Task Force
- 1.03.6015 - Interfaith Conference
- 1.03.6020 - Presbyterian Homes
- 1.03.6025 - WI Council on Churches
- 1.03.6215-San Jose

Planning Commission

- 1.07.5505 - Meeting/Education