**PRESBYTERY OF MILWAUKEE**

Payee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check date \_\_\_\_\_\_\_\_\_\_\_\_\_ Ck # \_\_\_\_\_\_\_\_\_\_

For accounting use only

**CHECK REQUEST / EXPENSE VOUCHER**

# PAYABLE TO:

**ADDRESS: **

**INVOICE #**

**SPECIAL INSTRUCTIONS:**

**ACCOUNT # ACCOUNT NAME DESCRIPTION AMOUNT**

 **(see reverse)**

**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