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

**PAYABLE TO:**

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**ADDRESS:**

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**INVOICE #**

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**SPECIAL INSTRUCTIONS:**

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**TOTAL AMOUNT:** $________

**SUBMITTED BY**

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**DATE:**

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

Congregational Vitality Commission
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