## RUTGERS PRESBYTERIAN CHURCH CHECK REQUEST FORM

1 Payee Information	2 Amount / Coding
ne	Date of Request
et/Apt	Amount of request
, St., Zip	G/L Code (See Reverse)
phone	Request By
Description of Expense/ Special Instru	actions
A (1) (2) (2)	
Authorization	
Com. Chair:	Date:

5 Place Completed form in Tina Forman's mailbox.

Note: Checks are issue every two weeks

## RUTGERS PRESBYTERIAN CHURCH CHECK REQUEST FORM/ GL Code

General Ledger Account	G/L Code	General Ledger Account	G/L Code
Board of Deacons		Peace & Social Justice	
Communion Supplies	10601	Materials & Printing	10640
Fellowship Hour	10602	Meetings & Conferences	10640
Thursday Night Meal	10603	Conference Attendance	10642
Meetings	10604	Contribution to Others	10643
Events	10606	Media and Advertising	10644
Homeless Shelter	10607	Thousa and Havelinning	10011
Helping Hand	10608		
	10008	Special Execute	
Christian Education		Special Events Christmas Social	10660
Adult Education	10611	Easter Breakfast	10661
Scholarships	10612	Homecoming Sunday	10662
Library Supplies	10613	Annual Opera/ Shelter Fundraiser	10663
Refreshment & Hospitality	10615	Special Events-Other	10664
Nursery Care	10614		
Sunday School	10616	Programs	-
Vacation Bible School	10617	Programs Supplies	10624
Retreat	10618	Advertising	10626
Staff Development	10619	Instructors-Adult & Senior Fitness	10630
Youth Program	10620	Instructors-Toddler Playgroup	10635
		Instructors-OMO Group	10636
Clergy		Toddler Art (for refund)	10511
Medical Allowance	10880	Music & Movement (for refund)	10512
Transportation Allowance	10881	Pre-school Alt (for refund)	10513
Professional Expenses	10882	Soccer (for refund)	10514
Study Leave Allowance	10883	Adult & Fitness (for refund)	10515
Book Allowance	10884	Toddler Playgroup (for refund)	10516
		On-My-own Group (for refund)	10517
Membership		Friends2gether (for refund)	10520
Advertising	10621		
Membership Committee Expenses	10622		-
		Worship Services & Music	-
Session		Guest Musicians	10673
Session & Pastor's Disc. Fund	10651	Guest Preachers	10674
Session Special Project	10653	Music Supplies	10676
Parity (Presbyterian Welcome)	. 10655	Worship Supplies	10677
Boy & Girl Scouts	10656	Professional Development	10681
		Music Search Committee	10683
Personnel			
Personnel Committee	10650	Refugee Task Force	10645