

**St. Matthew's Episcopal Church
Purchase Authorization Request Form**

STEP #1

Date: _____

Item(s) or Service(s) Requested: _____

Purpose of Item(s) or Service(s): _____

Requested by: _____

Budget Owner Approval: _____

Account Name: _____ **Account #:** _____

(See reverse side for a list of common accounts and budget owners)

STEP #2

Ordered/Purchased by: _____

Amount: _____ **Date Ordered/Purchased:** _____

Invoice or Receipt Attached? ☐ Yes ☐ No

If "No," explain: _____

Payment Method (Check One)

☐ Payment to Vendor ☐ Ramp Credit Card Charge ☐ Personal Reimbursement*
☐ 3rd Party Check Request*

***For Personal Reimbursement or 3rd Party Check Requests**

Name: _____

Address: _____

Special Instructions: _____

FOR OFFICE USE ONLY – Payment Authorized by:

Business Manager Approval: _____ **Date:** _____

Other Approval: _____ **Date:** _____

Account #	Description	Budget Owner
Unrestricted Accounts		
<i>Clergy Expenses</i>		
570101	Supply Clergy Honoraria	Katie Leuba
570900	Clergy Continuing Ed	Katie Leuba
575010	Clergy Travel	Katie Leuba
575013	Clergy Wellness & Professional	Katie Leuba
<i>Ministry Staff Compensation</i>		
570336	Youth Ministry Contractors	Christine Brunson
<i>Admin Operations</i>		
572010	Office Supplies	LK Pfannenstiel
572040	Postage	LK Pfannenstiel
572045	Copier Lease, Maint., & Supplies	LK Pfannenstiel
572050	Computer Maint. & Supplies	LK Pfannenstiel
572060	Office Equipment	LK Pfannenstiel
572100	Office Misc. Expense	LK Pfannenstiel
570402	Background Checks	LK Pfannenstiel
579000	Dues & Subscriptions	LK Pfannenstiel
<i>Building & Grounds</i>		
576010	Utilities/W/WW	LK Pfannenstiel
571031	Janitorial Contractors	LK Pfannenstiel
581010	Sexton Supplies & Equip	LK Pfannenstiel
582009	Preventative Maintenance	LK Pfannenstiel
582010	Building Maintenance	LK Pfannenstiel
582011	Bldg. Furnishings & Equipment	LK Pfannenstiel
582035	Safety & Regulatory Inspections	LK Pfannenstiel
<i>Missions and Outreach</i>		
501040	Seminary Support	Katie Leuba
501030	Outreach Programs	Pat Naeve
520110	Invite/Welcome/Connect	Allen JuneK
520111	Young Adult Tapestry	Allen JuneK
589110	Diocesan Council	Katie Leuba
589115	Grief Support Program	Katie Leuba
589240	Kitchen - Receptions (no revenue)	LK Pfannenstiel
589250	Kitchen - Labor (revenue events)	LK Pfannenstiel
589300	Kitchen - Food (revenue events)	LK Pfannenstiel
589310	Kitchen - Non-food/supplies	LK Pfannenstiel
<i>Communications Commission</i>		
578120	Banners & Signs	LK Pfannenstiel
578130	Communications - Web	LK Pfannenstiel
578150	Communications - Print/Marketing	LK Pfannenstiel
<i>Altar/Flowers/Music</i>		
511075	Instrument Maint. & Repair	Martha Galie
511080	Music Library	Martha Galie
511085	Sound System	Clark Hughes
511090	Music Expense	Martha Galie
512000	Altar Guild	Tissie Elliot
512100	Flower Guild Expense	Joyce Statz
512200	Funeral Guild	Lisa Ottenbacher
570332	Music Contractors	Martha Galie
<i>Adult Education</i>		
532100	Adult Religious Education	Andrew Benko
<i>Children/Youth Education</i>		
533100	Youth Programs	Christine Brunson
531000	Children's Ministry	Christine Brunson
531200	VBS Expenses	Christine Brunson
<i>Stewardship</i>		
550000	Stewardship	Larry Simons

Account #	Description	Budget Owner
Restricted Accounts		
<i>Designated Warden/Vestry (w/o donor restrictions)</i>		
Account #	Description	Budget Owner
805155	Warden Contingency Fund	Senior Warden
805157	Commemorative & Legacy, non-restricted	Senior Warden
805225	OPs Reserve Fund	Senior Warden
<i>Distributable Endowment</i>		
Account #	Description	Budget Owner
805132	Endowment Projects	Pat Brajnikoff
806113	Supplemental 805132 Gifts	Pat Brajnikoff
806102	Oh Happy Day Art Festival	Kathleen Niendorff
<i>Outreach - Other</i>		
Account #	Description	Budget Owner
805102	Kairos Ministry Fund	Steve Ryder
805162	Prayer Shawl Ministry	Valorie Bray
805191	Senior Activities	Kay Whitney
806122	Wooldridge Backpacks	Anne Webster
806116	Wooldridge Angels	Linda Noy
806119	Wooldridge Closet	Tissie Elliott
<i>Youth Mission</i>		
Account #	Description	Budget Owner
805123	Youth Special	Christine Brunson
<i>Episcopal Church Women (ECW)</i>		
Account #	Description	Budget Owner
805160	ECW Retreat	April Kerwin
805163	ECW Women's Story Circle	Janice Watkins
<i>Daughters of the King</i>		
Account #	Description	Budget Owner
806105	DOK Misc. Programs	Kay Whitney
<i>Men: BOSA</i>		
Account #	Description	Budget Owner
806130	BOSA Misc. Programs	Allen Keith
<i>Music Ministry Supplements</i>		
Account #	Description	Budget Owner
806112	Music Ministry - Special Gifts	Martha Galie
<i>Retreats, Adult Education</i>		
Account #	Description	Budget Owner
805112	Yoga	David Hogan
805125	Civil Rights Pilgrimage	Joyce Statz
805170	Education for Ministry (EFM)	Vickie Blumhagen
<i>Memorial Garden</i>		
Account #	Description	Budget Owner
804100	Memorial Garden Fund	Katie Leuba
804102	Memorial Garden Plate Liab	Katie Leuba
<i>Altar Guild/Audio Visual Guild</i>		
Account #	Description	Budget Owner
805111	Audio Visual Guild	Clark Hughes
805115	Altar Guild Special Projects	Tissie Elliott
<i>Discretionary Accounts</i>		
Account #	Description	Budget Owner
805168	Rev ABenko Discretionary	Andrew Benko
805141	Rev CBrunson Discretionary	Christine Brunson
805198	Rev AJunek Discretionary	Allen JuneK
805169	Rev KLeuba Discretionary	Katie Leuba