

# O.S.L.C. Check Request For Prepaid Purchases/Services

Pay to: \_\_\_\_\_

Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_

(MM/DD/YYYY)

Purchased from: \_\_\_\_\_

Acct. #	Date (MM/DD/YYYY)	Item Description	Total
	__ / __ / __		\$ .
	__ / __ / __		\$ .
	__ / __ / __		\$ .
	__ / __ / __		\$ .
Total Due			\$ .

## ALL ORIGINAL RECEIPTS MUST BE ATTACHED

Approved by: \_\_\_\_\_

Treasurer's Initials: \_\_\_\_\_

*Return completed form with attached original receipts to the Treasurer*

For Bookkeeper's Use

Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount Paid: \$ \_\_\_\_ .

Check #: \_\_\_\_\_

### DIRECTIONS:

- Type directly into the fields above to fill out the Goldenrod form.

If submitting to the office on paper:

- Print out this first page only.
- Cut off these directions, leaving only the Goldenrod portion.
- Attach the original receipts.
- Turn completed form and receipts to the Treasurer in the file folder just outside the church office.

If submitting via e-mail:

- Save a copy of this document.
- Delete everything from the word "DIRECTIONS" to the end, so you're left with only the Goldenrod portion.
- When finished, be sure and save the document.
- E-mail the completed document, along with scanned pictures of your original receipts to the Treasurer at [oslc\\_treasurer@hotmail.com](mailto:oslc_treasurer@hotmail.com)

**FOR INFORMATIONAL PURPOSES ONLY – DO NOT RETURN THIS PORTION**

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ACCT #</b>	<b>DESCRIPTION</b>
	<b>GENERAL FUND ACCTS</b>	5614	Worship & Altar Guild
5103	Missionary Support	5615	Youth
5224	Continuing Educ. - Pastor	5620	Uncategorized Expenses
5301	Church Utilities		
5302	Telephone		<b>DESIGNATED FUNDS</b>
5303	Janitorial Services	7014	General Operations Reserve
5304	Janitorial Supplies	7018	Christmas, Lenten & Easter Fund
5305	Church Maintenance	7019	Community Outreach Fund Exp.
5306	Grounds Maintenance	7101	Endowment Fund Expense
5307	Security	7022	Funeral Reception Fund Exp.
5310	Pay Back Emergency Fund	7023	Global Missions Fund Expense
5311	Parsonage Maintenance	7026	Meal Program Fund Expense
5401	Bulletins	7027	Memorial Fund Expense
5402	Computer	7028	Mission Quilters Fund Expense
5403	Copier Lease	7032	Peru Scholarship Fund Expense
5404	Office Equip. Maintenance	7033	Site Strategic Planning Expense
5405	Postage	7035	Unscheduled Maint. Fund Exp.
5406	Printing	7036	Women's Retreat Fund Exp.
5407	Supplies	7037	Youth Fund Expense
5501	Synod assembly		
5502	Miscellaneous - other		
5601	Administration		
5602	Christian Education		
5603	Fellowship		
5604	Finance		
5605	Funeral Reception		
5606	Global Missions		
5607	Kitchen		
5608	Library		
5609	Music		
5610	Community Outreach		
5611	Stewardship		
5612	Video Production		
5613	Women Ministries		