**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** For Bookkeeper’s Use

Approved by: Date Paid: **/ /**

Treasurer’s Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Paid: $ .

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCT #** | **DESCRIPTION** | **ACCT #** | **DESCRIPTION** |
|  | **GENERAL FUND ACCTS** | 5614 | Worship & Altar Guild |
| 5103 | Missionary Support | 5615 | Youth |
| 5224 | Continuing Educ. - Pastor | 5620 | Uncategorized Expenses |
| 5301 | Church Utilities |  |  |
| 5302 | Telephone |  | **DESIGNATED FUNDS** |
| 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 |  |  |