

Murphy Road Baptist Church

PAYMENT REQUEST

Submitted by: _____

This form for pre-approved and expenditures within spending limits set forth by the Finance Team only.
If you have questions, please contact Cindy Langford at 972-424-6026 x100

Date of this request: _____ Amount Requested: \$ _____

A. CHOOSE THE APPROPRIATE PAYMENT OPTION BELOW:

Option 1: CHECK REQUEST

Make Check Payable to: _____

Option 2: EXPENSE ON ACCOUNT: (Use Credit Card Form for credit card purchases)

Check proper account:

Lifeway Cook Other: _____

B. CHARGE EXPENSE TO THE FOLLOWING ACCOUNT(S): *Designated accounts do not require an account number.*

Amount	Account Number	Account Name	Approval Signature
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
Total \$ _____			

C. PURPOSE OF EXPENSE:

LIST OF BUDGET ACCOUNT NUMBERS

BUILDING AND EQUIPMENT

- 5.05.180 Decorations
- 5.05.200 Janitorial & Supplies
- 5.05.220 Kitchen Supplies
- 5.05.240 Misc. Repair & Maint.
- 5.05.260 Pest Control
- 5.05.270 Lawn Care
- 5.05.280 Lawn Supplies
- 5.05.290 Elevator Maint. Contract
- 5.05.300 Fire Inspection

ADMIN & OFFICE

- 5.15.120 Leadership Dev.-Min. Asst
- 5.15.140 Misc. Admin. Exp.
- 5.15.160 Office Supplies
- 5.15.180 Paper
- 5.15.200 Postage
- 5.15.220 Printing
- 5.15.260 Background checks

INFORMATION TECHNOLOGIES

- 5.18.100 Internet
- 5.18.120 Software
- 5.18.130 Hardware/Maintenance
- 5.18.140 Remote Access

SALARIES

- 5.20.260 Nursery Salaries

PASTORAL MINISTRY

- 5.25.100 Leadership Dev.-Pastor
- 5.25.160 Special Services
- 5.25.180 Staff Exp. Account
- 5.25.185 Sermon Video Clips

ADULT MINISTRY

- 5.30.100 Activities
- 5.30.140 Benevolence
- 5.30.160 College Ministry
- 5.30.190 Library
- 5.30.200 Life Vine
- 5.30.220 Men's Ministry
- 5.30.240 Outreach
- 5.30.260 Women's Ministry
- 5.35.130 Mission Trip

EDUCATION

- 5.33.100 Adult Bible Fellowship Lit.
- 5.33.110 Adult Bible Fellowship Supplies
- 5.33.120 Adult Discipleship
- 5.33.200 Child Bible Fellowship Lit.
- 5.33.210 Child Bible Fellowship Supplies
- 5.33.300 Leadership Development
- 5.33.310 Leader Appreciation

MUSIC MINISTRY

- 5.40.100 Children's Music
- 5.40.140 Adult Music
- 5.40.200 Fellowships
- 5.40.280 Sound/Visual/Media

- 5.40.300 Music Equip & Repair
- 5.40.320 Concerts/Honorariums

CHILDREN'S MINISTRY

- 5.45.120 Children's Church
- 5.45.140 Leadership Dev-Children
- 5.45.180 Nursery Supplies
- 5.45.200 VBS
- 5.45.220 Misc. Expense
- 5.45.250 Preteen Camp
- 5.45.310 Decoration of Nursery

STUDENT MINISTRY

- 5.50.100 Disciple Now
- 5.50.130 Student Area Wide Events
- 5.50.190 Student Concerts
- 5.50.160 Student Conferences
- 5.50.180 Student Events/Activities
- 5.50.185 Student Fellowships
- 5.50.190 Student Multimedia
- 5.50.200 Student Literature
- 5.50.210 Senior Grad Gifts
- 5.50.220 Student Music Equipment

CREATIVE ARTS MINISTRY

- 5.55.100 Dance Ministry
- 5.55.120 Puppet Ministry