

# Murphy Road Baptist Church SPENDING APPROVAL REQUEST

Submitted by: \_\_\_\_\_

**Use this form to obtain Finance Team pre-approval for expenditures outside of the spending limits set forth by the Finance Team.**

Requests over \$1,000 must be approved during a regular Finance Team meeting (3<sup>rd</sup> Thursday of each month). For requests for events (i.e. camps, conferences) which require MRBC to pay up front, use the EVENT PLANNING & EXPENSE REQUEST FORM. Request results will be returned via email or phone. Allow 5-7 business days for approval process. *Do not spend money until approval has been obtained.* After approval has been obtained, you must submit a Payment Request form to complete the payment process.

**Submit completed form to Cindy Langford.**

<b>Date of this request:</b> _____	<b>Amount Requested:</b> \$ _____		
<b><u>PURPOSE OF EXPENSE</u></b> (include all information and/or attachments that will assist the Finance team in making a decision): _____ _____			
<b><u>DESIRED EXPENSE ACCOUNT TO BE CHARGED:</u></b> <i>See below for account numbers and names. Designated accounts do not require an account number.</i>			
Amount	Account Number	Account Name	Approval Signature
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
\$ _____	_____	_____	_____
<b>Total</b> \$ _____			
<b><u>DESIRED FUNDING:</u></b> <input type="checkbox"/> Issue check <input type="checkbox"/> Credit Card <input type="checkbox"/> Lifeway account <input type="checkbox"/> Viking account <input type="checkbox"/> Other: _____			

## 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
- 5.50.150 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