

South Edmonton Alliance Church – Cheque Requisition Form

* Please Circle the Relevant Expenditure Code (Can Be More Than One)

Date: _____

Pastoral		MM	
STM/Conference	4611	Worship	5401
Prof. Development	4612	Christian Education	5402
Liability Insurance	4911	Caring & Fellowship	5403
Gifts for Pastoral Staffs	4912	Evangelism	5404
Miscellaneous	4919	Camp Subsidy	5406
		Leadership Development	5408
CM		JM	
Worship	5201	General Supplies	5501
Sacred Music	5202	Christian Education	5502
Youth	5203	Worship	5503
Career	5204	Choir	5504
Family	5205	Library	5506
Ladies	5206	Special Events	5507
Senior	5207	Teachers Training	5508
Christian Education	5208	Self-funded Events	5509
Caring	5209	AWANA	5510
Prayer	5210		
Evangelism	5211		
Leadership Development	5213		
Career Youth	5214		
EM		COMM	
Worship	5301	Partnership Programs	5601
Christian Education	5302	Community Pantry	5602
Evangelism	5303	Christmas Drama	5603
Students	5304	Leadership Development	5604
Leadership Development	5306	Community Advertising	5605
Caring	5308	Outreach Projects	5606
Self-funded Events	5310	H2O	5607
Discipleship		Welcome Luncheon	5608

AM – Facilities	SEAC	MCLC
Electricity	6111	7111
Heat	6112	7112
Water	6113	7113
Telephone	6114	7114
Insurance	6120	7120
Property Tax	6130	7130
Fire & Security	6140	7140
Building R & M	6150	7150
Snacks, Water and Communion Supplies	6181	7181
Kitchen/Cleaning Supp	6183	7183
AM – Ground & Build.		
Janitorial Services	6211	7211
Janitorial Supplies	6212	7212
Snow Removal	6221	7221
Lawn Maintenance	6222	7222
AM – Transport		
Insurance & License	6231	7231
Auto R & M	6232	7232
Gas	6233	7233
Bus Rental	6234	7234
AM-Pastoral Care / Comm		
Congregation Gifts	6241	7241
Meals	6243	7243
Miscellaneous	6244	7244

AM – Hon. & Hosp.	SEAC	MCLC
Honorarium	6251	7251
Travel	6252	7252
Hotel & Hospitality	6253	7253
AM – Auxiliary		
Information System	6261	7261
Audio Visual	6271	7271
Missions Conferenc	6281	7281
Bank Charges	6291	7291
Library	6311	7311
AM – DOB		
C & MA	6351	7351
AM Admin		
Ext printing-Bul/Dir	6521	7521
Photocopier lease	6522	7522
Photocopier Maint.	6523	7523
Office Supplies	6531	7531
Postage & Freight	6534	7534
Church Calendar	6535	7535
Advertising	6540	7540
AM – Bridgetorium		
Special Events	6611	7611
Sports/Recreations	6612	7612

Payee: _____

Detail: _____

Amount:

 Address: _____

Payee's endorsement: _____ Authorization Signature: _____

FOR ACCOUNTING DEPARTMENT USE ONLY

Account Code	Amount	Remarks
Grand Total =		

Entered By: _____