

Revised 1-28-15

Indiana State Tax Exemption No.  
103186549**St. John's Episcopal Church**  
**Check Request, 2016**Federal Tax I.D. No.  
35-1079683

Payment Due Date Submitted By Date Submitted Invoice No. t. John's P.O. No

**Reason for Payment:**Attach P.O., invoice, pack  
slip, receipts, and any other  
pertinent information.

Acct. No.	Account Name	Amount Charged	Memo
<b>Total Amount of Check:</b>			

**Make Check Payable To:**Include complete mailing  
address **only** if not shown  
on attached P.O. or invoice.

Approved By	Date Approved	Check No.	Check Date.	Treasurer

**2015 G/L Acct. Numbers and Warden Responsible for Approving Expenditure**

No.	Account Name	Warden	No.	Account Name	Warden
1-520125	Bookeeping and Audit	People's Warden	1-550121	Advertising	Rector's Warden
1-500705	Background screening	People's Warden	1-550120	College Ministry	Rector's Warden
1-520205	Electricity	People's Warden	1-550121	Communications	Rector's Warden
1-520215	Gas	People's Warden	1-550101	Convention Expenses	Rector's Warden
1-520300	Insurance	People's Warden	1-540100	Discretionary Fund	Rector's Warden
1-520126	ADP Payroll Processing	People's Warden	1-550100	Diocesan Apportionment	Rector's Warden
1-530345	Janitorial/Kitchen Supplies	People's Warden	1-550123	Outreach	Rector's Warden
1-520615	Pest Control	People's Warden	1-560305	Pastoral Care	Rector's Warden
1-520115	Office - Computer/ACS	People's Warden	1-500160	Rector's Continuing Education	Rector's Warden
1-520105	Office Equipment Maint.	People's Warden	1-500140	Rector's Reimbursed Expenses	Rector's Warden
1-530315	Audio System	People's Warden	1-500710	Workers Compensation Insur	Rector's Warden
1-520100	Office Supplies	People's Warden	1-500305	Supply Priest	Rector's Warden
1-520103	Scripture/Worship Supplies	People's Warden	1-500430	Supply Organist	Rector's Warden
1-520120	Office - Postage	People's Warden	1-202100	Rector Medical (w/h paycheck)	Rector's Warden
1-530300	Repairs, Maint. & Building Fu	People's Warden	1-202115	Rector 403(b) (w/h paycheck)	Rector's Warden
1-520300	Property & Liability Insur.	People's Warden	1-202225	Rector Pension	Rector's Warden
1-520650	Special Projects	People's Warden	1-560200	Altar Supplies	Rector's Warden
1-520200	Telephone	People's Warden	1-510330	Newcomers/Evangelism	Rector's Warden
1-520220	Trash collection	People's Warden	1-510220	Organ/Piano Maintenance	Rector's Warden
1-520210	Wastewater/Water	People's Warden	1-560105	Parish Dinners/Receptions	Rector's Warden
1-520225	Security, Fire Alarm, Elevator	People's Warden	1-560305	Pastoral Care	Rector's Warden
1-510110	Adult Formation	People's Warden	1-510230	Music Supplies	Rector's Warden
1-510105	Childrens Formation	People's Warden	1-510325	Gratitude Ministry/Pledge	Rector's Warden