

# 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
	/ /		\$ .
	/ /		\$ .
	/ /		\$ .
	/ /		\$ .
<b>Total Due</b>			<b>\$ .</b>

## ALL ORIGINAL RECEIPTS MUST BE ATTACHED

Approved by: \_\_\_\_\_

Treasurer's Initials: \_\_\_\_\_

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

For Bookkeeper's Use
Date Paid: / /
Amount Paid: \$ .
Check #: _____

### DIRECTIONS:

Print out this first page only.

Fill out the form on paper.

Cut off these directions, leaving only the Goldenrod portion.

If submitting to the office on paper:

- 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:

- Scan a picture of the filled-out form.
- E-mail the scanned form, along with scanned pictures of your original receipts to the Treasurer at [oslc\\_treasurer@hotmail.com](mailto:oslc_treasurer@hotmail.com)

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

<b>ACCT #</b>	<b>DESCRIPTION</b>	<b>ACCT #</b>	<b>DESCRIPTION</b>
	<b>GENERAL FUND ACCTS</b>	5614	Worship & Altar Guild
5103	Missionary Support	5615	Youth
5224	Continuing Educ. - Pastor	5620	Uncategorized Expenses
5301	Church Utilities		
5302	Telephone		<b>DESIGNATED FUNDS</b>
5303	Janitorial Services	7012	Altar Guild Fund Expense
5304	Janitorial Supplies	7025	Liturgical Arts Fund
5305	Church Maintenance	7013	Bell Choir Fund Expense
5306	Grounds Maintenance	7014	Contingency Fund Expense
5307	Security	7015	Building Maintenance Fund Exp.
5310	Pay Back Emergency Fund	7016	Choir Fund Expense
5311	Parsonage Maintenance	7017	Christian Education Fund Exp.
5401	Bulletins	7018	Christmas, Lenten & Easter Fund
5402	Computer	7019	Community Outreach Fund Exp.
5403	Copier Lease	7101	Endowment Fund Expense
5404	Office Equip. Maintenance	7021	Fellowship Fund Expense
5405	Postage	7022	Funeral Reception Fund Exp.
5406	Printing	7023	Global Missions Fund Expense
5407	Supplies	7024	Kitchen Fund Expense
5501	Synod assembly	7026	Meal Program Fund Expense
5502	Miscellaneous - other	7027	Memorial Fund Expense
5601	Administration	7028	Mission Quilters Fund Expense
5602	Christian Education	7029	Nursery Staffing Fund Expense
5603	Fellowship	7030	Parking Lot Fund Expense
5604	Finance	7031	Pastor Discretionary Fund Exp.
5605	Funeral Reception	7032	Peru Scholarship Fund Expense
5606	Global Missions	7033	Preschool Repair Fund Expense
5607	Kitchen	7034	Scout Troop 676 Fund Expense
5608	Library	7035	Unscheduled Maint. Fund Exp.
5609	Music	7036	Women's Retreat Fund Exp.
5610	Community Outreach	7037	Youth Fund Expense
5611	Stewardship		
5612	Video Production		
5613	Women Ministries		