

CREDIT CARD RECEIPT FORM

FIRST UNITED METHODIST CHURCH

SUBMITTED BY: _____

PURPOSE/ DESCRIPTION: _____

CREDIT CARD TYPE:

ALBERTSON'S

SHELL

HOME DEPOT

OFFICE DEPOT

VISA

SAM'S CLUB

PLEASE
STAPLE
VENDOR
RECIPT
TO THE
BACK OF THIS
SHEET

CLASS:

BUDGET OR PROGRAM

RESTRICTED FUNDS

ACCOUNT
NUMBER*:

AMOUNT:

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL CHARGE: \$ _____

APPROVED BY: _____

SUBMIT COMPLETED FORM TO: BOOKKEEPER

*SEE CHART OF ACCOUNTS ON REVERSE SIDE

CREDIT CARD RECEIPT FORM

FUMC Class List

For "Budget Area" and "Restricted" designations, see the current "Class List"

* FROM FUMC CHART OF ACCOUNTS

Operating Expense

61000 · Business Expense
61100 · Bank Service Charges
61200 · Business Licenses and Permits
61300 · Computer and Internet Expenses
61350 · Background Check Fees
61400 · Office Equipment
61500 · Office Supplies
61600 · Outside Services
61700 · Postage and Delivery
61800 · Telephone Expense

Facilities Expense

62000 · Facilities Expense
62100 · Building and Property Security
62200 · General Liability Insurance
62300 · Janitorial Expense
62400 · Grounds Expenses
62500 · Repairs and Maintenance
62600 · Small Tools/Equipment/Furniture
62650 · AV Equipment and Supplies
62010 · Vehicle Expense
62800 · Van and Bus
62810 · Vehicle Registration
62820 · Vehicle Maintenance
62821 · 1997 Ford
62822 · 1999 Ford
62823 · 2011 Ford Bus
62830 · Fuel
62700 · Utilities
62710 · Electric
62730 · Natural Gas
62740 · Trash Removal
62750 · Water/Sewer

Payroll

63100 · Clergy Salaries and Benefits
63110 · Sr. Pastor Salary
63120 · Associate Pastor Salaries
63130 · Clergy Housing
63140 · Clergy Health Insurance
63150 · Clergy Pension
63160 · Clergy Expense Reimbursement
63200 · Staff Salaries and Benefits
63210 · Salaries and Wages
63215 · Employee Bonuses
63220 · Continuing Education
63230 · Staff Expense Reimbursement
63235 · Staff - Health Benefit Reimb.
63240 · Payroll Tax Expense
63400 · Worker's Compensation

Program Expenses

65000 · Program Expense
65100 · Advertising and Promotion
65150 · Books/Teaching Materials
65200 · Conferences/ Meetings/Retreats
65230 · Contract Services
65250 · Dues and Subscriptions
65300 · Equipment & Storage Rental
65350 · Flowers
65375 · Meals and Activities
65400 · Food and Beverage Expense
65425 · Paper Products
65450 · Fundraising Expense
65500 · Guest Artists and Speakers
65510 · Honorarium Expense
65520 · Reimbursements
65530 · Choral Scholars/Section Leaders
65600 · Supplies and Equipment
65630 · Mission Trip Expense
65650 · Printing and Reproduction
65700 · Professional Fees
65750 · Transportation/Mileage Expense
65800 · Volunteer Appreciation
65810 · Scholarship Expense
65820 · UM Benevolences (not to RMC)
65830 · UM Benevolences (sent to RMC)
65840 · Non-UM Benevolence & Charity