

Grace Lutheran Church
313 S. Prospect Ave.
Champaign, IL 61820
(217) 356-6232

PAYMENT REQUEST FORM

*Amount: \$ _____
*Grace
Account # _____
(See back of form for valid #.)

☒ **One of the following***

- ☐ Invoice Attached
☐ Charged, Invoice Expected
☐ Invoice NOT Expected
(explain)
☐ Member-paid, Receipt
Attached for Reimbursement

For Office Use Only

Check # _____ Date _____
VID# _____

Rev. 2/1/2023

*Pay to: _____

Address: _____

Remarks: _____

Invoice/Order # _____ Vendor Acct./Cust. Id. _____

Purchased by _____ Date _____

*Approved by _____ Date _____

X one of

*Committee/Group _____ ☐ chair ☐ liaison ☐ other (explain)

INSTRUCTIONS: * indicates required field.

Request can't be approved until complete.

Requester completes and submits form to Committee Chair or Council Liaison.

Approver must ensure all *fields completed, date, and sign. Then place in Treasurer's box for payment. Charged items will be paid upon receipt of invoice or statement only if approved payment request has been received.

Salaries, utilities, mortgage, and synod apportionment do not require forms.

Valid Account Numbers

PASTOR

E204 Continuing Education
E205 Books/Journals
DB4004 Pastor's Discretionary
DR2021 Pastor Cont. Ed. Rev.

LAY PERSONNEL

E307 Pulpit Supply
E308 Organ Supply

OFFICE

E401 Paper & Bulletins
E402 Computing Resources
E404 Postage
E405 Telephone & Internet
E406 Office Supplies/Misc.

PROPERTY

E603 Maintenance
DC3024 Maintenance Fund

WORSHIP & MUSIC

E702 Instrument Maintenance
E707 Worship Resources
DR2001 Altar Flowers
DR2014 Music Revolving Fund

SOCIAL MINISTRY

DB4001 Food Pantry
DB4002 World Hunger
DR2026 Social Min Revolving

STEWARDSHIP

E907 Stewardship

EDUCATION

E801 Christian Education
E802 Sunday School – Youth
DR2025 Adult Ed. Books Rev.

PARISH LIFE

E903 Parish Life
DR2016 Parish Life Revolving

MEMORIALS

MEM6004 Undesignated Mem.

OTHERS

E1001 Conventions
E1002 Contingency
DR2004 Misc. Designated Gifts
