



**Please allow 7-10 days for processing, thank you!**

## CN JENKINS CHECK REQUEST/REIMBURSEMENT FORM

**\*Please attach ALL RECEIPTS, if applicable.\***

MINISTRY NAME	ACCT #	AMOUNT

**Ministry names, account numbers** (from the CURRENT CHART of ACCOUNTS on the back of this sheet), and **addresses** are **ALL required** to begin processing. Checks will be mailed to the address you provide below. Thank you!

<b>Pay to the order of:</b>	(Please print ALL INFORMATION)	
<b>Mail to:</b> (Name)		
<b>Street Address</b>		
<b>City, State, Zip</b>		
<b>Contact #s</b>	Home:	Alternate:
<b>Email Address</b>		

<b>Reason for request:</b>
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<b>Requested by:</b> (Print Name) _____ <b>Signature:</b> _____	<b>Position:</b> _____	<b>Date:</b> _____
<b>Authorized Name:</b> (Print Name) _____ <b>Signature:</b> _____	<b>Position:</b> _____	<b>Date:</b> _____

<b>Comments/Special instructions:</b>
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**Checks requests are processed on Mondays following Treasurer's approval.**

<b>Treasurer's Authorization:</b>	<b>Date:</b>

# C. N. JENKINS MEMORIAL PRESBYTERIAN CHURCH



## Chart of Accounts

Account #	Description	Account #	Description
	<b>Building Expenses</b>		<b>Ministry of Kindness</b>
5615	Contract/Repairs	7910	Deacon Fund/Min of Kindness
5650	Contract/Cleaning Service & Supplies	7920	Feeding Bereaved Families
5630	Security Maintenance		
5675	Van Expenses		<b>Outreach Ministries</b>
5670	Capital Expenditures	8010	Belize Missions
	<b>CNJ Ministries</b>	8015	Girl Scouts
5710	Kitchen Ministry	8030	Union at Charlotte
5720	Technology/AV Ministry	8055	Homecoming
5730	Centurion	8050	Freedom School
5740	Stewardship Ministry	8060	Pulpit Guests
	<b>Office Expenses</b>	8070	Revival
5820	Office Supplies, Bulletins/Soc Media	8074	Room In The Inn
	<b>Committee Expenses</b>	8075	RAIN
6010	Evangelism	8080	Temple Builders/Breast Cancer
6020	6.2.3 Prayer	8085	Fine Arts
6030	Worship	8090	Leadership Development
6040	Ushers/Greeters		<b>Church Misc. Expenses</b>
6050	Pastor/Church Anniversary	8315	Audit Fees
	<b>Education Expenses</b>	8320	Legal Fees
6210	CNJ Scholarship	8330	Session Discretionary Fund
6220	Christian Education	8360	Pastor's Discretionary Fund
6230	Publications/Books		
6240	Youth/Young Adult		<b>Designated Paid Outs</b>
	<b>Senior Pastor Expense</b>	9100-063	Christmas Campaign
7035	Continuing Education	9100-090	Disaster Relief
7065	Travel	9100-105	Events Facilitation
	<b>Other Staff Expenses</b>	9100-139	Heath Ministry Grants
7440	Sexton	9100-155	Love Offering
7445	Music Staff Support	9100-160	Married Couples Ministry
7470	Staff Temp Assistance	9100-161	Men's Council
7475	Staff Pension	9100-175	Presbyterian Women
7450	Asst Musician	9100-197	Social Justice Causes
7465	A/V Technician Assistant	9100-298	Voices of CNJ
7455	Substitute Drummer	9100-300	Voices of Micah
7400	Funeral Music Staff Expense		

