



**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!

**UPDATED  
01/22/18**

<b>Pay to the order of:</b>	(Please print ALL INFORMATION)	
<b>Mail to: (Name)</b>		
<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>

<b>Account #</b>	<b>Description</b>	<b>Account #</b>	<b>Description</b>
	<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	CNJ Missions
	<b>CNJ Ministries</b>	8015	Girl Scouts
5710	Kitchen Ministry	8030	Union at Charlotte
5730	Centurion	8050	Homecoming
5740	Stewardship Ministry	8050	Freedom School
5750	Stephen Ministry	8055	Pulpit Guests
5760	Prayer Ministry	8070	Revival
	<b>Office Expenses</b>	8074	Room In The Inn
5820	Office Supplies, Bulletins/Soc Media	8075	RAIN
5840	Admin Suport/IT	8080	Health Ministry/Breast Cancer
	<b>Committee Expenses</b>	8085	Fine Arts
6010	Evangelism	8090	Leadership Development
6030	Worship		<b>Church Misc. Expenses</b>
6035	Wisdom Keepers	8315	Audit Fees
6040	Ushers/Greeters	8320	Legal Fees
6050	Pastor/Church Anniversary	8330	Session Discretionary Fund
	<b>Education Expenses</b>	8360	SP Discretionary Fund
6210	CNJ Scholarship	8365	AP Discretionary Fund
6220	Christian Education		<b>Designated Paid Outs</b>
6230	Publications/Books	9100-020	CNJ Missions
6240	Youth/Young Adult	9100-063	Christmas Campaign
	<b>Senior Pastor Expense</b>	9100-070	Church Anniversary
7035	Continuing Education	9100-065	Church Marquee
7050	SP Utilities	9100-085	Deacon Board
7065	Travel	9100-090	Disaster Relief
	<b>Assoc. Pastor Expense</b>	9100-105	Events Facilitation
7335	Continuing Education	9100-140	Holy Youth Voices
7355	Travel	9100-155	Love Offering
	<b>Other Staff Expenses</b>	9100-160	Married Couples Ministry
7445	Music Staff Support	9100-161	Men's Council
7470	Staff Temp Assistance	9100-175	Presbyterian Women
7465	A/V Technician Assistant	9100-197	Social Justice Causes
7400	Funeral Music Staff Expense	9100-280	Usher Board
7495	Staff Incentives	9100-298	Voices of CNJ
		9100-300	Voices of Micah
		9100-320	Youth/Young Adult