

AUTHORIZATION TO PAY (ATP)

January 2005

Date: _____ Issue Check to: _____

Amount: \$ _____ Authorized Signature: _____

Purpose: _____ Invoice #: _____

BUDGET UNIT		EXPENSE ACCOUNT:		EXPENSE ACCOUNT:
501 Children Education Activities	1	Advertising	45	Bld Projects
502 Community Building	2	Coffee	46	Grd Projects
503 Deacons	3	Donuts	47	Landscape
504 Fellowship	4	EFT Charges	48	P/WC Insuran
505 Human Resources	5	Gifts	49	Equip/Furnitur
506 Marriage Ministry	6	Internet	50	Equip Repair
507 Membership Care	7	Knitting Ministry	51	Contract Serv
508 Mission Ministry	8	Library	52	Clean/Pp Supp
509 Outreach	9	Materials	53	Snow Removal
510 Session	10	Meals/Receptions	54	Bld Main/Repair
511 Sports Ministry	11	Parish Nurse	55	Grd Main/Repair
512 Stewardship	12	Retreats/Confer	56	Garbage
513 Worship & Music	13	Room Usage	57	Electric/Gas
1 Music	14	Special Events	58	Phone
2 Worship	15	Supplies	59	Water/Sewer
514 Youth Activities Ministry	16	Technical Support	60	
1 Alphas	17	Voices of the Heart	61	Benefits
2 Omegas	18	Technology Comm	62	Contin Educa
3 Group	19	Beyond	63	Mileage
4 Leadership	20	Confirmation	64	Profess Exp
515	21	Small Groups	65	Books/Resource
516 Buildings & Grounds	22	Sunday Night	66	Health Insurance
517 Church Office	23		67	Property Taxes
518 Printing & Postage	24	Children Worship	68	Mortgage-Princi
519 Per Capita	25	Junior Church	69	Mortgage-Intere
520 Miscellaneous	26	Northbound-Food		
521	27	Nursery	75	Miscellaneous
522 Staff Expenses	28	Pioneer Clubs		
1 Associate Pastor	29	Sunday School	78	Custodian
2 Head of Staff	30	VBS	79	Hostess Fee
3 Youth Pastor	31		80	Minister Fee
4 Music Director	32	Bulk Mail Process	81	Sound Tech
5 Children Director	33	Copy Paper	82	Bulletin Prep
	34	Paper-Special	83	Refund
Special Funds:	35	Postage-Bulk		
_____	36	Postage-1 st Class		<u>Worship & Music</u>
_____	37	Printing –Outsource		Supplies*
_____	38			Music*
_____	39	Basketball		Guest Speaker*
	40	Bowling		Drama
	41	Golf Outing		*see purpose for subcat.
	42	Ski Trip		
	43	Softball		