

REQUEST AND AUTHORIZATION FOR EXPENDITURE OF FUNDS

(This form should be completed and put in the Treasurer's Box after being authorized by the appropriate person)
(See Codes Below)

Charge to Account _____ # _____ Check # _____

Amount _____

Make Check Payable To _____

Address (if applicable) _____

Description _____

Requested by _____

Authorized by _____ Date _____

The State of Maryland, Controller of the Treasury, Retail Sales & Use Tax Division has issued a Tax Exemption Certificate to CCPC, authorizing exemption from payment of sales tax for the above purchase. PLEASE REQUEST A COPY OF THIS CERTIFICATE FROM THE TREASURER'S OFFICE IF YOU THINK YOU WILL NEED IT.

..... (cut here)

PERSONNEL

4033 STAFF EDUCATION ALLOW
4035 STAFF BOOK ALLOWANCE

FINANCE COMMITTEE

4110 SUPPLIES
4120 OFFICE
4121 FOLDER
4122 COMPUTER
4125 OTHER OFFICE EQUIP.
4130 POSTAGE
4140 TELEPHONE
4150 AUDIT EXPENSE
4155 CHURCH SELF-STUDY
4158 SPORTS SPONSORSHIP
4180 INSURANCE
4182 SESSION
4183 MISC

CHILDREN'S MINISTRY

4305 CHURCH SCH SUPPLIES
4310 CHURCH SCH CURR
4320 BIBLES
4323 CHURCH SCH AWARDS
4325 SIGNS OF SPR WALK
4327 NURSERY BABYSITTING
4328 FAMILY NIGHT
4329 OPTIONAL ACTIVITIES
4330 VACATION BIBLE SCH

YOUTH MINISTRY

4401 YOUTH DIR/COUNSLNG
4403 YOUTH DIR/SUPPLIES
4404 JR. HIGH CURRICULUM
4405 SR. HIGH CURRICULUM
4406 YOUTH CELL PHONE
4410 SENIOR HIGH RETREAT
4415 JUNIOR HIGH RETREAT
4417 JUNIOR HIGH SUPPLIES
4418 SENIOR HIGH SUPPLIES
4419 COLLEGE YOUTH

4421 MONTREAT
4422 SUMMER WORK CAMP
4423 HERSHEY PARK
4424 CAMPING PROGRAMS
4425 SPECIAL EVENTS
4428 CONFIRMATION
4427 YOUTH SUNDAY
4428 LOCK-INS
4440 OTHER YOUTH EXPENSES

PARISH LIFE

4505 DEACONS
4510 FELLOWSHIP EVENTS
4515 LENTEN DINNERS
4521 EASTER SUNRISE BRFS
4522 FASHION SHOW
4530 CRAB FEAST
4545 INTERGENERATION EVENT
4550 HANGING OF THE GREENS
4558 MARDI GRAS
4560 MISC

OUTREACH/EVANGALISM

4605 ADVERTISING
4610 SUPPLIES
4615 STEPHENS MINISTRY
4620 COFFEE KITCH SUPPLS.
4625 MISC

ADULT EDUCATION

4705 SUPPLIES
4708 LADY TIGERS/TIGER LILIES
4710 MISC

STEWARDSHIP

4805 SUPPLIES
4820 MISC

BUILDINGS & GROUNDS

4905 MAINT AND REPAIR - CE
4910 MAINT AND REPAIR - DODDS
4915 MAINT AND REPAIR - SANCT
4920 JANITORIAL SUPPLIES
4925 GAS - DH (035209)
4930 GAS - CE
4935 GAS - SANCT (053001)
4940 BG&E - DH (52015)
4945 BG&E - CE (52016)
4950 BG&E - SANCT (88325)
4955 WATER/SEWAGE/TRASH
4960 SERVICE CONTRACTS
4963 NEW EQUIPMENT
4964 BUILDING DECORATION
4966 CUSTODIAL FEES
4973 GROUNDS CARE
4975 SNOW REMOVAL
4980 MAJOR MAINT EXPENSE

WORSHIP

5005 PULPIT SUPPLY
5010 MUSIC PROGRAM
5020 PIANO & ORGAN MAINT
5025 WORSHIP SUPPLIES
5030 CLEANING ROBES
5035 INSTRUMENTALISTS
5038 SUN MORN NURS EXP

MISSION

6505 PRESBYTERY SEF ALLOCAT
6510 PRESBYTERY MISSION SUPP
6515 FOREIGN MISSION
6520 NATIONAL MISSION
6525 EMERGENCY SHELTER (PGCC)
6526 EMERGENCY HOUSING PHONE
6530 COMMUNITY SHELTER
6535 EMERGENCY AID (COMMUNITY)
6540 COMMUNITY SERVICE
6545 MISSION (UNDESIGNATED)
6555 CHRISTMAS FAMILIES
6556 WARM NIGHTS