

# Disbursement Authorization Form

First Covenant Church \* 400 E. Pike Street \* Seattle, WA 98122 \* Tom Mohrweis, Bookkeeper

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Date \_\_\_\_\_

Amount \_\_\_\_\_  
(staple receipt to form – required for disbursement)

Issue Check to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Charge Budget Account \_\_\_\_\_  
(see other side for account numbers and descriptions)

Description of Purchase (itemize if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemized Total \_\_\_\_\_

Approved by Council Member \_\_\_\_\_  
(signature needed)

Approved by Other \_\_\_\_\_  
(signature needed)

I certify that this expenditure has been or is hereby properly authorized and that it falls within the provisions of the budget account shown above.

Signature \_\_\_\_\_

For office use only:

Check Number \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

# Account Numbers

## 1 Stewardship

- 01-01 Education Materials
- 01-02 Education material for congregation
- 01-03 Annual Giving Campaign
- 01-04 Ministry Interest Coordinator
- 01-05 Earth Stewardship
- 01-06 Ministry Fair & Auction
- 01-07 SFCC Archives

## 02 Christian Formation

- 02-01 Sunday School
- 02-02 Church Library
- 02-03 Cascades Camp
- 02-04 Supplies, Materials and Fees
- 02-05 Youth & College/Career
- 02-06 Seminars, Workshops, Background Checks

## 03 Congregational Care

- 03-01 Communion Elements
- 03-02 Cards/Postage
- 03-03 Covenant Home Altar
- 03-04 Covenant Shores Bus Service
- 03-05 Christmas Poinsettia Plants
- 03-06 Funeral/Memorial Services
- 03-07 Sanctuary Flowers - All Saint's Sunday
- 03-08 College Students Ministry
- 03-09 Inquirer's Class Dinners
- 03-10 New Members Reception
- 03-11 Baby Welcoming Receptions
- 03-12 Seminars/Workshops (2 @ \$1,250)
- 03-13 Advent/Lenton Devotional Books
- 03-14 CDs Reproduction for Shut-ins

## 04 Finance

- 04-01 Administrative  
supplies/Software/Envelopes
- 04-02 City & County Assessments
- 04-03 Equipment Lease
- 04-04 Equipment Maintenance
- 04-05 Office Supplies
- 04-06 Printing Expense
- 04-07 Postage
- 04-08 Worship Supplies
- 04-09 Internet Email

- 04-10 Delegate Travel & Expenses
- 04-11 Covenant Companion Sub
- 04-12 Archives and Subscriptions

## 05 Compassion, Mercy, Justice

- 05-01 Teen Outreach
- 05-02 Missionary Support
- 05-03 CMJ Small Groups
- 05-04 ESL Refugee Support
- 05-05 College Outreach
- 05-06 CMJ (General)
- 05-07 Volunteer Recognition Event - May '07
- 05-08 CMJ Kickoff Sunday - September '07
- 05-09 Training Scholarships

## 06 Worship & Prayer

- 06-01 Flowers and Decorations
- 06-02 Instrument Maintenance
- 06-03 Music Supplies
- 06-04 Music Programs
- 06-05 Prayer Supplies
- 06-06 Sound System
- 06-07 Church Retreat
- 06-08 Publicity
- 06-09 Tape Ministry

## 07 Home Missions

- 07-01 Small Group Ministry
- 07-02 Web Design & Maintenance
- 07-03 Marketing - Community
- 07-04 Prime Time Dinners
- 07-05 Greeter/Welcome Supplies

## 08 Property

- 08-01 Miscellaneous Minor Repairs & Maintenance
- 08-02 Major Projects
- 08-03 Stained Glass Window Repair
- 08-04 Carpet Cleaning
- 08-05 Church Van Expenses

## 09 Staff

- 09-01 Pastoral Expenses
- 09-02 Pastoral Conference Expense
- 09-03 Non Pastoral Staff Expense