

St. Mark's Church

Expense Voucher

PLEASE FOLLOW DIRECTIONS ON BACK OF FORM (otherwise your check may be delayed)

PLEASE GIVE COMPLETED FORM TO THE BOOKKEEPER

If you have questions, please contact the Bookkeeper, Warren O'Hearn, at wohearn@hotmail.com

Date of this request: _____

Amount Requested: \$ _____

*Remember: St. Mark's is exempt from sales tax!
The Parish Administrator can supply a certificate of sales tax exemption to you or your vendor (call 202-543-0053 ext.305).*

Make Check Payable to: _____

(Please check one):

Mail check to payee at (address): _____

PRINT name & phone number of person who will pick up check at Baxter House on the Friday the check is signed. See directions on back of form or contact the Bookkeeper to determine exact date that will be.

CHECKS NOT PICKED UP ON FRIDAY WILL BE MAILED ON MONDAY!

Charge check to the following Account(s):

\$ _____ to Account: (number) _____ (name) _____
(See back of form for list of accounts)

\$ _____ to Account: (number) _____ (name) _____
(See back of form for list of accounts)

Purpose for which funds have been (will be) used: _____

Authorized Signer

(Account Treasurer)

Please PRINT name, then sign: _____

Additional Signature

(if required by Account Treasurer)

Please PRINT name, then sign: _____

Additional Signature

(if required by Account Treasurer)

Please PRINT name, then sign: _____

1. PLEASE FILL OUT A SEPARATE VOUCHER FOR EACH CHECK YOU ARE REQUESTING, as follows:

- *Every Voucher must list the specific Budget or Designated Account to be debited and must be signed by the “Authorized Signer” for that account.* If you do not know which account that is, or who the account’s Authorized Signer is, please contact the Bookkeeper, Warren O’Hearn (wohearn@hotmail.com) or the Church Treasurer.
- *A receipt, invoice, contract, or other paperwork substantiating your request must accompany every Voucher.*
- *Please coordinate with the treasurer for the account being debited* when completing this form and provide them with additional signatures and/or copies as requested, so they can maintain their records as required.

2. WHEN COMPLETED, PLEASE FORWARD THIS FORM & ALL ATTACHMENTS TO THE BOOKKEEPER:

- Place in the Bookkeeper’s mailbox in the Undercroft or the Bookkeeper’s mailbox in Baxter House **OR** fax to 202-546-3695 **OR** mail to St. Mark’s Episcopal Church, 118 3rd St. SE, Washington, D.C. 20003.

When will your check be ready?

If Expense Voucher Submitted:	Check available for pick-up at Baxter House:	If not picked up, check will be mailed to the payee:
To Bookkeeper’s undercroft mailbox on Sunday	12 calendar days later (on the 2nd Friday after Voucher submitted) <i>To pick up, please call ahead: 202-543-0053</i>	15 calendar days later (the 3rd Monday after Voucher submitted)
To Bookkeeper’s Baxter House mailbox on Friday	7 calendar days later (on the 1st Friday after Voucher submitted) <i>To pick up, please call ahead: 202-543-0053</i>	10 calendar days later (the Monday after check ready for pickup)

Possible Delays: The check-writing schedule depends upon the work of several people in addition to the Bookkeeper and, occasionally, there will be delays. To track your check, contact the Bookkeeper at wohearn@hotmail.com.

Picking-up and/or mailing your check:

- Checks may be picked up at Baxter House on the Friday they are signed. *You may pick up a check only if you are the payee, are listed on the front of the form as authorized to pick up the check, or are the Authorized Signer who requested the check.* Please call ahead (202-543-0053) to make sure that your check is ready and that someone will be available to help you.
- **Checks not picked up on Friday will be mailed the following Monday by regular USPS mail.** You are responsible for making any special mailing arrangements such as enclosing a letter with a check or sending a check overnight by FedEx, etc.

WORSHIP ACCOUNTS

50850 Worship Budget Account
51140 Postulancy
51240 V.T. Seminary (funds seminarian)
70503 Worship Fund (Includes old Festival and Altar Candle Funds.)

MUSIC ACCOUNTS

50870 Music Budget Account
70542 Music Fund
70552 Music Director’s Sabbatical Fund
70576 Chancel Choir Fund
70578 Choir Robes Fund
75022 Music Studio **Satellite** Acct.

NURSERY & YOUTH ACCOUNTS

50560 Nursery Workers Budget Account
50950 Nursery Supplies Budget Account
70537 Nursery Fund
51080 Youth & Children’s Activities B. Acct
70598 Youth & Children’s Activities Fund

PARISH GROUPS & ACTIVITIES ACCTS

50880 Library Budget Account
50930 Coffee B. Account (coffee / tea /etc only; other Sunday coffee hour expenses to be debited to 51130 Parish Life Acct.)
50970 Christian Education Budget Account
50980 Gospel/Communications Budget Account (for Gospel and web site expenses)
51090 Hospitality Budget Account
51110 Parish Survey
51120 Strategic Planning Initiative
51130 Parish Life Budget Account

51350 Outreach Budget Account
51450 Canvass Budget Account
51460 Stewardship/Planned Giving Budget Acct
51520 Vestry Budget Account (includes Maundy Thurs & some Annual Mtg exp)
70508 Honduras Fund
70518 Baxter House Restructuring Study Fund
70540 Penniman Project Fund (Christian Ed)
70554 Third Agers Fund
70555 Woman to Woman Fund
70564 Outreach Fund
70580 Pub Fund
70581 Christian Education Fund
70583 Social Events Fund (Shrine Mont, Ann Mtg, Crab Fest,etc.)
70589 Arts Council Fund
70592 Book Club Fund

BUILDINGS AND GROUNDS ACCTS

51620 Repairs & Maintenance Budget Acct
51630 Building Replacement Reserve
51640 Service Agreements Budget Account
51650 Trash Removal Budget Account
51710 Utilities - church Budget Account
51720 Utilities - Baxter House Account
51740 Property & Liability Insurance
51850 Supplies Budget Account
70509 Garden Fund
70516 Buildings and Grounds Fund
70517 Building Replacement Reserve Fund
70556 Historic Preservation Fund
70582 Columbarium Fund
70584 Sign Fund
70593 Save the Nave Fund

CLERGY DISCRETIONARY FUNDS

50810 Rector’s Discretionary Fund B.Acct
50820 Asst/Assoc Rector’s Discretionary Fund Budget Account
70534 Rector’s Discretionary Fund
70562 Asst/Assoc Rector’s Discretionary Fund

ADMINISTRATION / FINANCE ACCTS

50550 Temporary Staff Budget Account
50830 Clergy Travel / Training Budget Account
50960 Parish Directory Budget Account
51100 Search (Lay Employees) Budget Account
51160 Diocesan Assessment Budget Account
51410 Office Expenses Budget Account
51420 Postage Budget Account
51430 Telephone Budget Account
51470 Audit Budget Account
51500 Non-Clergy Staff Training Budget Acct
51510 Sexual Misc. Prev. Training Budget Acct
51530 Computer Operations Budget Account
51540 Copier Operations Budget Account
51550 Advertising
70500 Parish Reserve
70502 Security Deposits
70504 Donations Holding Account
70522 Diocesan Assessment Reserve
70550 Endowment Transfers Fund