

The Plymouth Church in Framingham

*an open and affirming congregation
of the United Church of Christ*



Check Request Form

Check payable to:

Check Amount:

\$

Reason for Check:

Special Instructions:

(if not to be mailed)

Account (see back):

Date of Request:

Submitted By:

Comm. Chair Approval:

Treasurer Approval:

Other Comments:

*Please attach bills/receipts to this request form and deliver it to the Church Office.
Please note: All requests must be approved by either a staff person or committee chair.*

*Please reach out to Treasurer, Kathy Copson, or Office Manager, Nancy McAllister, with any
questions or if you do not see an appropriate account listed below. Thank you!*

COUNCIL & COMMITTEES

- ☐ 65210 - Church Council Expenses

- ☐ 65390 - Deacons - Worship Supplies
- ☐ 65310 - Deacons - Guest Preachers
- ☐ 65350 - Deacons - Senior Choir Music Expenses
- ☐ 65410 - Deacons - Youth Choir Expenses
- ☐ 65380 - Deacons - Substitute Organist/Pianist
- ☐ 65430 - Deacons - Substitute Youth Choir Director

- ☐ 65710 - Family Committee - Children's Ministries
- ☐ 65720 - Family Committee - Youth Ministries

- ☐ 65110 - Care Committee Expenses

- ☐ 65620 - Stewardship Expenses

- ☐ 65500 - Social Action Expenses (misc)
- ☐ 21131 - Social Action Receipts (Income) (inc. Clothing Drive)
- ☐ 21132 - Social Action - Grants & Expenses
- ☐ 21134 - Social Action - Special Projects

Property Management

- ☐ 60100 - General Expense - Major Maintenance
- ☐ 60200 - General Expense - Minor Maintenance

OTHER

- ☐ 21350 - Women's Fellowship
- ☐ 21140 - Deacon's Discretionary Fund
- ☐ 21250 - Other Charities
- ☐ 60300 - General Expense - Custodial Supplies
- ☐ 60580 - General Expense - Office Supplies
- ☐ 60585 - General Expense - Parish Hall (Kitchen) Supplies