



## Expense Report / Check Request

Name: \_\_\_\_\_

Method of Expenditure (check one):

- I have personally spent funds
- I have charged items on the Fairview Baptist Church credit card
- I am requesting a check be issued to: \_\_\_\_\_

Reimbursement Options (check one):

- Direct Deposit – A secure link will be sent to you to register with Bill.com.  
Email address: \_\_\_\_\_

- Check – provide mailing address:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Signature of Approving Ministry Team Leader:

*(if applicable)* \_\_\_\_\_

Please indicate the account(s) using the 2023 account table on the back and amount(s) below:

Accounting # \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Accounting # \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Accounting # \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Accounting # \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

(Attach all receipts and place form in second folder for processing)

*(Office use only)*

Date scanned and submitted to accounting office: \_\_\_\_\_

## Ministry Accounting Codes

---

### 6200 · SERVICE MINISTRIES

- 6220 · Office Supp/Equip/Pubs/Postage
- 6230 · Hardware/Software/Subscriptions/Website

### 6300 · FACILITIES MINISTRIES

- 6310 · Cleaning Service/Supplies/Baptism
- 6320 · Electricity
- 6325 · Building & Equipment Repair
- 6330 · Fire Alarm/Safety & Security
- 6335 · Grounds
- 6345 · Insurance
- 6350 · Sanitation Services
- 6355 · Telephone/Internet
- 6360 · Water
- 6370 · Transportation Tags/License/Maintenance
- 6380 · Facility Improvements & Renewal

### 6600 · CHURCH MINISTRY TEAMS

#### 6610 · MISSIONS & OUTREACH

- 6620 · International
- 6630 · Local Outreach to Internationals
- 6640 · Local
- 6645 · Compassion Team
- 6650 · National
- 6660 · Sports Ministry
- 6670 · Monthly Mission Partner Support
- 6680 · Special Requests from Mission Partners

#### 6700 · CHILDREN'S MINISTRY

- 6725 · Childrens Needs
- 6730 · Childrens' Summer Programs
- 6745 · Equip Kids

### 6800 · WOMEN'S MINISTRY

- 6800 · Women's Ministry

### 6900 · HOSPITALITY

- 6910 · Special Events/Décor/Flowers
- 6930 · Wednesday Night Supper
- 6935 · Kitchen Supplies/Paper Products

### 7000 · MEN'S MINISTRY

- 7000 · Men's Ministry

### 7100 · MEDIA MINISTRY

- 7110 · Audio/Visual
- 7115 · Worship Media

### 7200 · WORSHIP MINISTRY

### 7300 · STUDENT MINISTRY

- 7310 · College & Career
- 7320 · High School & Middle School

### 7400 · EQUIPPING MINISTRY

- 7410 · Equipping Pastoral Discipleship
- 7420 · Life Groups
- 7430 · Leadership Development

### 7500 · SINGLES MINISTRY

### 7600 · Family Ministry

### 7700 · EVANGELISM/OUTREACH

- 7710 · Evangelism & Outreach

### 7750 · SENIOR ADULT MINISTRY

---

## Designated Funds

---

### Ministry Operations

- 2811 · Buildings
- 2813 · Grounds
- 2814 · Staff Appreciation
- 2815 · Facility Renewas

### Missions

- 2832 · Missions National
- 2833 · Missions Local
- 2834 · Missions International
- 2835 · Fairview Mission Fund
- 2836 · Bible Translation

### Mission Partners

- 2841 · Alicia Jones
- 2842 · Marketplace Ministry

### Ministry Teams

- 2851 · Children's Ministry
- 2852 · Men's Ministry
- 2853 · Senior Adult Ministry
- 2854 · Student Ministry
- 2855 · Women's Ministry

### Mission Funding

- 2821 · Annie Armstrong (NAMB)
- 2822 · Benevolence
- 2823 · Lottie Moon (IMB)

Revised 2/22/23