

The Episcopal Church of Saints James and Andrew
Purchase Order

Instructions:

If you need the office to make a purchase for your ministry team, **please submit your purchase order to the office by the first of the month.** You may drop it off in the office, or email the office at office@saintsjamesandandrew.org. The Rector or Associate Rector will approve all purchase orders. In cases when they are unavailable, the Treasurer or Assistant Treasurer may sign off. Once the purchase order has been approved, the office will place your ministry teams order. See frequently used account numbers on the reverse of this sheet. If you still are unsure of the account number contact the office for the most recent treasurer's report with account numbers.

Name: _____ Date: _____

Ministry Team: _____

Account # _____

Vendor: _____

Items and Estimated Cost: _____

Explanation:

Authorized by: _____

(TITLE): _____

Comments: _____

The Episcopal Church of Saints James and Andrew

Purchase Order

EXPENSE ACCOUNTS

Work Outside Church

5002 Parish Nurse
5003 Cathedral in the Light
5004 Bread of Life
5005 Outreach
5006 Whitney's Pantry
5007 Welcoming
5008 Vacation Bible School
5011 F.C. Resource Network
5012 Forward Movement

Office Expense

5201 General Supplies
5202 Postage
5203 Advertising
5206 Archives/All Other

Utilities

5228 Rectory Telephone

Clergy Expense

5241 Rector's Exp Reimbursement
5242 Assoc Rector Exp. Reimb
5243 Deacon Exp. Reimb
5244 Clergy Continuing Ed
5245 Assoc. Clergy Con't Ed
5247 Sabbatical Supply Priest
5248 Rector Discretionary Fund

Christian Ed

5251 Church School Material

Altar Supplies

5261 Wafers
5262 Wine
5263 Oil

General Expense

5271 Music
5272 Misc. Worship Expense
5273 E.C.W.
5276 Miscellaneous

Property

5302 Lift/Elevator Maintenance
5303 Cleaning/Paper Supply
5307 Snow Plowing
5308 Rectory Repairs/Improv.
5311 Strong House Repairs
5312 Kitchen Supplies
5313 Instrument Maintenance
5314 Dump, Lawn, Etc