**WORD For Life Church Ministries** **2020 Voucher – Debit Request Form**

**Debit Card Transaction**

**PLEASE SEE INSTRUCTIONS ON BACK OF FORM**

**Debit Card requests will not be processed unless this form is completed fully and signed by the Authorized Requester and Approved.**

*If you have questions, please contact your Ministry Leader, the Chair/Co-Chair of Trustee Ministry*

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| **Date of this request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Debit Card Transaction-No Check Issued****Transaction Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Tax Exemption Utilized****Transaction Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Charge transaction to the following Accounts(s):****$ \_\_\_\_\_\_\_\_\_\_\_\_\_ to Account: (number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (see back of form for list of accounts and more information)**$ \_\_\_\_\_\_\_\_\_\_\_\_\_ to Account: (number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (see back of form for list of accounts and more information)**Purpose for which funds have been/will be used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. Request Submitted By Ministry Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE Date1. Ministry Director: [ ] Approval [ ] Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE Date 1. Church Treasurer’s Review: [ ] Funds Available [ ] Funds Not Available\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE Date 1. Chair of Trustee Ministry: [ ] Approval [ ] Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE Date1. Senior Pastor: [ ] Approval [ ] Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE Date**NOTE: Disapproval at any level MUST be returned with an explanation to the Requester, with a copy filed by the Treasurer. The request may be resubmitted when the reason(s) for disapproval has been addressed or corrected.** |

**WFLCM Form 1002 (Revised 11/1/19)**

**INSTRUCTIONS:**

1. **PLEASE COMPLETE A SEPARATE VOUCHER FOR EACH DEBIT CARD TRANSACTION REQUESTED.**
2. **PLEASE COMPLETE THE VOUCHER COMPLETELY:**
	* **This form must list the specific Budget or Designated Account to be debited. See Ministry Leader for assistance.**
	* **A receipt, invoice, contract, or other paperwork substantiating the request must accompany this form.**
* **This form must be signed by the “Authorized Signer” for the account being debited. Please see Ministry Leader or Church Treasurer for assistance.**
1. **PLEASE FORWARD THIS FORM AND ATTACHMENTS TO THE CHAIR/CO-CHAIR OF THE TRUSTEES MINISTRY WHEN COMPLETED.**

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**CHART OF ACCOUNTS**

 **2000 Notes Payable**

2-52001 Mortgage and Interest

**2100 Worship 2600 Administrative Salaries and Services**

2-52101 Worship Fund 2-52601 Salary - Senior Pastor

 (Includes weekly bulletins & visitor’s cards, 2-52602 Salary - Executive Pastor

 church envelopes, flowers, and sanctuary 2-52603 Salary - Church Secretary

 beautification) 2-52604 Salary - Church Treasurer

2-52102 Communion Sacraments 2-52605 Salary - Financial Secretary

2-52103 Media Ministry (Supplies and Equipment) 2-52606 Employee/Contract Service Provider

2-52104 Speakers’ Fund (Ministers) 2-52607 Taxes

**2620 Housing Allowances**

**2200 Music Ministry** 2-52620 Senior Pastor-Larrin Robertson

2-52201 Musicians 2-52624 Pastor Emeritus-Myrtle E. Jones

2-52202 Music Supplies/Equipment 2-52625 Pastor Emeritus-Freddie L Jones

 **2630 Communication Services**

**2300 Building and Grounds** 2-52631 Telephone

2-52301 Rent 2-52632 Internet/Website

2-52302 Utilities 2-52633 Software Support (ACS)

2-52303 Security **2640 Office Supplies and Office Equipment**

2-52304 Maintenance/Custodial 2-52641 Office Supplies

2-52305 Insurance 2-52642 Office Equipment

2-52306 Grounds 2-52643 Printing/Reproduction
2-52307 Repairs/Renovations 2-52644 Postage

2-52308 Church Signage **2650** **Staff Recognition**

2-52309 Furniture/Furnishings 2-52651 Staff Appreciation

 2-52652 Certificates/Awards/Plaques

**2400 Charitable Giving** **2660** **Travel**

2-52401 Senior Pastor’s Discretionary Fund 2-52661 Clergy Travel

2-52402 2-52662 Transportation

2-52403 Organizational/Membership Fees

2-52404 Deacon’s Discretionary Fund

2-52405 **2670 Professional Services**

**2420** **Missions** 2-52671 Legal Services/Accountant/Auditing

2-52421 Congregational Care (Bereavement/Extended Illness)

2-52422 Local/Outreach **2700 Special Account**

2-52423 Foreign/Outreach 2-52701 Savings/Building Fund/Vision 2012

2-52424 Member Emergency Relief

 **2800 Other/Misc.** **2500 Ministry Groups and Activities** 2-52801 Bank Service Charges

2-52501 Ministry Activities 2-52802 Insufficient Funds/Returned Check Fee 2-52502 Hospitality/Community Relations

2-52503 Pastor’s and Church Anniversary Activities
 2-52504 Outreach/Evangelism Activities
 2-52505 Ordination/Leader’s Installation

**2520** **Christian Education and Training**

2-52521 Sunday-School 2-52525 Seminars, Workshops & Retreats
 2-52522 Bible Study 2-52526 Vacation Bible School
 2-52523 New Members Class 2-52527 Youth Scholarships
 2-52524 Leadership Training