

FIRST CONGREGATIONAL CHURCH OF NATICK
2 East Central St.
Natick, MA 01760

PAYMENT VOUCHER

Please completed all items below, attach invoice or receipt (with paperclip please), and leave in the Treasurer's mailbox in the church office. You may also scan and submit to treasurer@fccnatick.org

Please see reverse for Expense Account list; if you are not sure of correct account, please contact Treasurer.

TO BE COMPLETED BY SUBMITTER

Date requested: _____

Date needed: _____

Amount: _____

Pay to Name: _____

Pay to Address: _____

Explanation: _____

Submitted by: _____

Email address: _____

Payment instructions: *[check one of the boxes below]*

Mail to address above

Leave check in _____ mailbox at church

W9 required? *(please check)* **YES** **NO** On file?: *(please check)* **YES** **NO**

TO BE COMPLETED BY MINISTRY TEAM CHAIR / ALTERNATE

Expense Account name (see list on reverse): _____

Approved by (printed and signature): _____

Date: _____

TO BE COMPLETED BY TREASURER

Approved by (printed and signature): _____

Date: _____

Notes for Treasurer:

Account #	Account Name
501.530.2	Communications / Publicity
501.605.1	Congregational Care
501.677.1	Coordinating Council
501.310.1	Faith Formation Program
501.305.1	SVCC professional expense reimbursement
501.120.1	Mission & Outreach
501.675.1	ONA Committee
501.130.1	Scholarships
501.120.2	Special Mission
501.610.1	Stewardship
501.620.1	Welcoming
501.600.1	Worship
501.290.1	Pulpit Coverage
501.660.1	Flower Expense
501.410.1	Music Program
501.402.1	Minister of Music Prof Exp
501.420.1	Musicians & Choir Soloists
501.405.5	Organist Substitutes
501.530.1	Office Supplies
501.683.1	Church Events Expenses (ie cookout, decorations, etc.)
501.550.1	Building Maint & Grounds
501.540.1	Sexton Materials and Supplies
501.595.5	Water & Sewer
590.100.1	Venue use expenses (cleaning/tuning)
501.100.1	Proportional Giving - SNEUCC
501.135.1	Central Association Dues
501.670.1	MA Conf Delagates
502.100.2	WVWC - mission and travel costs
502.100.1	WVWC - fundraiser expenses
502.110.1	Pastors Discretionary Fund
502.120.1	Pilgrimage Fund
502.130.1	Communion fund
503.100.1	Communion Fund - member assistance