



ST. LUKE CREDIT CARD PURCHASE INFO

Amount \$ _____ Last four digits of St. Luke Credit Card # _____

Purchased From _____

Description of Purchase _____

EXPLANATION OF EXPENSE

If it is not very, very obvious why this expenditure was made, tell us about it.

REQUEST AND APPROVAL INFO

If an expense isn't requested by the group in charge of the expense, obtain approval.

Requested by _____ Date _____

Approved by _____ Date _____

ACCOUNTING INFO

Account Type of expense - what this money was spent on. See reverse for common accounts.

Fund Source of money to pay for this expenditure. See reverse.

- General Fund (Budget)
- Pastor's Discretionary
- Pass Thru
- Youth (Money raised by)
- Renovations
- 7011 Harford
- Music Outreach
- Benevolence

Other: _____

FINANCE AREA

Statement dated _____

Stmt Paid by Ck # _____

Prepared by _____

Controller review _____

RECEIPT

Required for verification of the credit card bill. Check one.

- Attached
- Will be provided upon delivery

COMPLETE FORM AND PLACE IN BOOKKEEPER'S BOX AS SOON AS POSSIBLE AFTER PURCHASE

Form F2, St. Luke Evangelical Lutheran Church (rev. 06/08)

Common Accounts and Funds With Which They May Be Used

✓ = Primary funds used with this account
 ✓ = Funds which have chosen in the past to supplement this account

(Not all accounts or funds are listed here. Call the Bookkeeper or Treasurer if you have questions.)

Approval	Account (Type of Expenditure)	Fund							
		General (Budget)	Pastor's Discretionary	Pass Thru	Youth	Renovations	7011 Harford	Music Outreach	Benevolence
Common Special Purpose Expenditures									
Fundraising or sponsor group	Fund Raising Activities					✓			
Pastor or W&M	Grants-Multicultural Worship						✓		
Renovation Comm.	Kitchen Renovation							✓	
Property	Property - Utilities, Repairs, etc. (7011)								✓
Pastor/Camp Directors	Music Camp								✓
Pastor	Congregational Benevolence (aid to members & community)								✓
	Benevolence (to a specific charity)								✓
Other Common Expenditures									
Christian Ed	Education-Summer Day Camp								✓
Christian Ed	Education-Teaching Materials								✓
Christian Ed/Pastor/Youth	Education-Youth Programs								✓
Property/Secretary	Maintenance-General								✓
Property/Secretary	Maintenance-Cleaning Supplies								✓
	Office-Postage								✓
	Office-Supplies								✓
Property/Secretary	Utilities-Heat & Light								✓
Property/Secretary	Utilities-Water								✓
Community Ministry / Pastor	Discipleship (includes Egg Hunt)								✓
Pastor/Secretary	Synod Convention Expense								✓
Evangelism/ Pastor	Evangelism-Invitation & Publicity								✓
Fellowship	Fellowship								✓
Stewardship/ Secretary	Stewardship -Envelopes, Supplies								✓
Worship & Music/ Secretary	Worship & Music - Altar Flowers, Licenses, Supply Pastor, Musicians, Worship Supplies, etc.								✓
Pastor	Staff Morale (Lunches, etc.)								✓
Pastor	Congregation-Pastoral Care								✓