

**The Episcopal Church in North Texas
Check Request Voucher**

Check Payable To: (print)

Payee: _____

**Mailing
Address:** _____

Memo Line:

No*	Date	Amount	Explanation (ministry name, name & location of event, and purpose for expense)	Budget Acct Number**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Check
Total:**

* Attach receipts/ invoices; number & list each separately.
** See back of form for budget account numbers.

Special Instructions:

Check Requested By:

Name: (print) _____

Email: _____

Best Contact Phone No: _____

Signature: _____

Date: _____

Check Request Approval By:

Name: (print) _____

Signature: _____

Date: _____

BUDGET ACCOUNT NUMBERS	
SHARED LIFE IN LARGER CHURCH	THE EPISCOPATE
50260 · Outreach Impact Program	52510 · Bp Mileage
50300 · Diocesan Partnerships	52520 · Bp Registration & Travel
50520 · Diocesan ERD Coordinator	52610 · Province VII Bishop
50525 · Diocesan UTO Coordinator	52620 · General Convention Bishop
50530 · University of South Trustees	ADMIN & DIOCESAN SUPPORT
50540 · General Convention Deputation	53325 · Office Supplies
50545 · ECW Triennial	53330 · Postage
50552 · Province VII Synod Deputation	53346 · Internet Services
50555 · Province VII Synod ECW Expense	53350 · Books, Subscriptions, Licenses
DIOCESAN MISSION & MINISTRY	53355 · Office Equipment
51114 · Matching Grant Outreach Program	53371 · Accounting Support
51310 · CM-Tarleton State	53372 · Audit
51320 · Campus Outreach - TCU Ft Worth	53389 · Background Checks
51330 · Campus Outreach - UT Arlington	53392 · Staff Mileage
51340 · Campus Outreach - TCC-NE-FW	53393 · Staff Continuing Education
51350 · Campus Outreach - MSU-WF	53420 · Advertising
51400 · Commission on Ministry	53430 · Printed Materials
51500 · Ministry Development	53470 · Communicators Dues
51705 · CF - Cursillo	53475 · Communicators Continuing Ed
51710 · CF - Education for Ministry	53800 · Office of Chancellor
51720 · CF - Lenten Series	53880 · Historiographer
51730 · CF - Diocesan Training for CE	53885 · Transition Officer
51820 · Hispanic Ministry	53886 · Ecumenical Officer
51835 · Diocesan In-Reach Program	53900 · Diocesan Convention
51840 · Episcopal Church Women (ECW)	53950 · Executive Council
51845 · Daughters of the King (DOK)	53960 · Standing Committee
51850 · Diocesan Altar Guild (DAG)	
51860 · Diocesan Youth Ministry	
51920 · Diocesan Hospitality	