

St. John Vianney Parish Check/Payment/Reimbursement Request

Date/Fecha:	
Name/Nombre:	
Payee Name/Pagado a nombre de:	
Address/Dirección:	

Phone/Teléfono:	
Amount/Cantidad:	

- Check will be/Cheque sera mailed/enviado por correo
- picked up in the Parish Office/recojido en la oficina (Please call the phone number above when check is ready. Por favor hable al numero de teléfono arriba cuando el cheque este listo)
- STAFF: please put in my mailbox

Reason/Razon:	
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Account to be charged/Cuenta:	
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Comments/Comentarios:	
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Approval:	
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Please attach receipt to this form. Por favor entregue un recibo con esta forma.

For Office Use Only - Uso de Oficina Solamente

Check Number: _____ *Date:* _____

Account to be Charged:

510000 - Pastoral

- 513100 · Staff Enrichment
- 513200 · Parish Retreat/Mission
- 513300 · Institute for Lay Ministry
- 513500 · Education Fund Expenses
- 513600 · Hispanic Ministry Expenses

520000 · ADMINISTRATION

- 522110 · Telecommunication
- 522120 · Postage & Delivery
- 522130 · Office Supplies
- 522140 · Printing
- 522160 · Small Equipment Purchase
- 522170 · Equipment Service
- 522192 · Web Site Costs
- 522194 · Fingerprinting
- 522190 · Miscellaneous - Other

525000 · Stewardship/Development

- 525201 · Stewardship Committee
- 525310 · Stewardship Education
- 525320 · Ministry Faire

530000 · CATECHETICAL MINISTRY

- 531160 · Education
- 531161 · Edu, Director of Cat. Min.
- 531162 · Edu, Pastoral Minister
- 531165 · Edu, Program Coordinator
- 533111 · RCIA
- 533112 · RICA
- 533121 · Baptism
- 533122 · English First Euch & Recon
- 533123 · Spanish First Euch & Recon
- 533124 · RCIC
- 533131 · Scripture Study
- 533135 · Hispanic Adult Catechetics
- 533134 · Adult Catechesis - Other
- 533140 · PreSchool
- 533150 · English Elementary
- 533160 · Spanish Elementary
- 533180 · Bible Camp Expenses
- 533190 · Junior High (Edge)
- 533900 · Miscellaneous

540000 · LITURGY

- 541164 · Education, Choir Director
- 541165 · Education, Musician
- 543110 · Supplies (hosts, wine, candles,
- 543130 · Music Material/Copyrights
- 543150 · Dry Cleaning
- 543161 · Dia de los Muertos
- 543162 · Our Lady of Guadalupe
- 543163 · Posadas
- 543164 · Via Crucis (Good Friday)
- 543165 · Liturgical Books (Sp.)
- 543166 · Children's Choir
- 543167 · Children's Spirituality
- 543168 · Quinciniera
- 543199 · Liturgical Misc & Other Exp

543120 · Environment

- 543121 · Advent
- 543122 · Christmas
- 543123 · Lenten
- 543124 · Triduum
- 543125 · Easter
- 543126 · Ordinary Time/Other

544000 · SACRAMENTAL CELEB

- 544110 · Baptism
- 544120 · Confirmation
- 544130 · First Eucharist
- 544140 · Funeral
- 544160 · Wedding

550000 · Y & YA MINISTRY

- 551161 · Edu., Director/Coordinator
- 551167 · Training- Y & YA Min
- 552110 · Despertar Juvenil
- 552120 · Young Adult Renew Group
- 553100 · Youth Ministry/Life Teen
- 553110 · Youth Confirmation
- 553300 · Tahoe Retreat
- 553400 · Confirmation Retreat
- 553500 · World Youth Day
- 553600 · Youth Fundraising

570000 · PARISH PROGRAMS

- 571110 · ADA
- 571181 · Envelopes
- 571182 · Annual Report to Parish
- 571183 · Christmas Mailing
- 571184 · Easter Mailing
- 572110 · Seminarian
- 572120 · The VALLEY CATHOLIC
- 572130 · Appreciation/Awards
- 572140 · Hospitality/parish & meetings
- 572145 · Grief Support
- 572150 · Parish Gifts/Donations
- 572160 · Social Justice
- 572170 · Bookrack/Literature
- 572175 · Ministry To Sick
- 572192 · Parish Calendar Expense
- 572193 · ESL Classes
- 573200 · Outreach Admin Exp
- 573300 · Outreach Operational Exp

580000 · RECTORY

- 583110 · Groceries
- 583120 · Household consumables
- 583130 · Household non-consumables
- 583160 · Meals Out

Buildings and Grounds

- 592100 · Church Building
- 592200 · Rectory Building
- 592300 · Lally Center
- 592400 · Convent Building
- 592500 · School Building
- 592700 · Gymnasium & Annex
- 592820 · Grounds and Gardens

Maintenance

- 592830 · Grounds & Gardens Projects
- 592900 · Parish Activity Center
- 599000 · MISC. PLANT EXP
- 599130 · Maintenance Supplies
- 599160 · Small Equipment Purchase
- 599170 · Small Equipment Repair

NOT SURE, please describe: _____