



**THE BHARATIYA TEMPLE**  
OF METROPOLITAN DETROIT

**OPERATING EXPENSE AUTHORIZATION (OEA) FORM (2019 Version 1)**

Name of the Requester (person making request): SHARMISTHA SARKAR

Purpose of Expenditure: \_\_\_\_\_

\_\_\_\_\_

Date of Expenditure: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Request\*: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* If Request is submitted after more than 60 days from the Date of Expense, payment will be authorized by the Chair of Board of Trustees upon approval by the Board.**

Amount Requested: \$\_\_\_\_\_ Signature of the Requester: \_\_\_\_\_

**For all services or merchandise purchases of individual item value greater than \$1000, minimum 3 quotes should be received by the requester before incurring the expense.**

If the itemized amount is greater than \$1000, are copies of 3 different quotes attached: Yes \_\_\_\_ No \_\_\_\_  
If No, please explain the reason for exception. \_\_\_\_\_

Check to be made in the name of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Expense Approved by:**

Committee Chair or Co-Chair \_\_\_\_\_  
(Print Name) (Signature & Date)

**Authorized for Payment by:**

For waiver of 3 quotes, President will check the box with X ☐ and initial \_\_\_\_\_ for approval of the waiver.

**Any unbudgeted expense greater than \$1000 has to be reviewed by Finance Committee and then approved by Board.**

President SHAHAJI PAWAR  
(Print Name) (Signature & Date)

Expense Code \_\_\_\_\_ (Please see reverse side for Expense Codes)



# THE BHARATIYA TEMPLE

OF METROPOLITAN DETROIT

## EXPENSE CODES

Education Supplies					
Sanskrit	530.01	Hindi	530.02	Dance-Ashoka	530.041
Dance-Sudha	530.042	Dance-Manisha	530.043	Table Tennis	530.13
Yoga	530.06	Balvihar	530.07	Education Supplies	530.15
PRINTING					
Brochure	550.01	Chetana	550.02		
Directory	550.03	Flyer	550.04		
ADMINISTRATIVE					
Accounting & Legal	510.01	Advertising	510.02	Auto - General	510.03
Bank & Credit Card	510.04	Payroll Services	510.05	Postage	510.07
Office Supplies	510.08	Office Wages	510.09	Telephone	510.11
Printing	510.12	Membership	510.13	Library	510.14
Computer	510.16	Refund	510.17	Bulk Mail	510.18
Secretarial Help	510.19	Other Administrative	510.2		
CUSTODIAL					
Custodial Wages	535.01	Cleaning Labor	535.03	Custodial Monthly Gas	535.06
Cleaning Supplies	535.04	Ground Maintenance	535.05	Bonus	535.08
GURUKUL MONTESSORI ACADEMY					
Wages	1100.10	Payroll Taxes	1100.20	Employee Benefits	1100.30
Advertising & Promotions	1100.50	Accounting	1100.60	Insurance	1100.70
Legal	1100.80	Rent Expense	1100.90	Repair & Mainten.	1200.00
Office Expenses	1200.10	Computer/Small Equipment	1200.11	Custodial Wages	1200.12
Child Care Supplies	1200.20	Telephone	1200.30	Payroll Expenses	1200.40
Furniture & Equipments	1200.90	Entertainment & Other Prog.	1200.91		
MAINTENANCE EXPENSE					
General	610.01	Repairs	610.02	Lawn	610.03
Snow Removal	610.04	Garbage Disposal	610.05	Building Insurance	610.06
Elevator Service	610.08	Furniture	610.09	Sound System	610.10
RELIGIOUS EXPENSES					
Mahashivaratri	560.01	Sri Ramanavami	560.02	Navaratri	560.03
Akhand Ramayan Paath	560.04	Sri Krishna Janmashtami	560.05	Diwali	560.06
Other Pujas	560.07	Daily Pujas	560.08	Satyanarayan Puja	560.09
Laxmi Havan	560.10	Chandi Havan	560.11	Devi Navaratri	560.12
Ganesh Chaturthi	560.13	Mata Ka Jagaran	560.14	Interfaith Conference	560.15
Religious Supplies	560.16	Travel/Other Religious	560.17	Flowers	560.18
PRIEST EXPENSE					
Visiting Priests	520.04	Priest Auto Insurance	520.05		
UTILITY EXPENSE					
Electricity (Orig. Temple)	620.01	Heating (Orig. Temple)	620.02	Water (Orig. Temple)	620.03
Electricity (New Temple)	625.01	Heating (New Temple)	625.02	Water (New Temple)	625.03
OTHER EXPENSES					
Balbharati	570.01	Kitchen Supplies	630.01	Temple Expansion Exp.	920.01
SEVA	594.00	Prasad Supplies	630.02		
Cultural	440.01	Kitchen Project Expense	930.02		
Miscellaneous	590.07	Special Events	920.15		