

Reimbursement Request for Check

Please have receipts or copies of receipts.

If purchases are for more than one fund, please break it down for the bookkeeper and have each fund initialed by supervisor.

Reimbursements are made weekly unless other arrangements have been made.

Make check payable to (Print Please) _____ Date _____

Form Filled in by (Print Please) _____ Date _____

Approved by Supervisor _____ Print Last Name _____ Date _____

Approved by Supervisor _____ Print Last Name _____ Date _____

Administration

5410 Office Equipment _____
5412 Office Supplies _____
5413 Postage _____
5414 Emergency Fund _____
5416 Leadership Events _____
5417 Administration/Personnel _____

Membership

5525 Membership Classes _____
5530 New Directory _____

Nurture/Adult Education

5901 Care Groups _____
5910 Adult Bible Studies _____

Special Events

5560 Special Events _____
5561 All Church Retreat _____
5562 Officer Retreat _____
5564 Lenten Dinner _____
5568 Kitchen Care _____

Worship & Music

6310 Music _____
6315 Guest Music _____
6320 Music/Sound Maint & Access. _____
6370 Capital Purchases _____
6391 Professional Development _____
6393 Licenses _____
6394 Worship Team Resources _____
6395 Music Office Supplies _____

Interpretation & Support

5583 Programs & Envelopes _____

Properties & Maintenance

5710 General Supplies _____
5730 Yard Care _____
5740 Church Maintenance _____
5770 Alarm Service _____
5773 Historic Church Expense _____
5774 Capital Purchases _____

Discipleship

5572 Advertising _____
5574 Discipleship _____
5571 Events _____
Christian Education - Children
6205 Leadership Train/Trans. _____
6210 Supplies - Class Room _____
6215 Bibles _____
6221 Curriculum Children _____
6222 S. School Special Events _____
6224 Nursery Supplies _____
6225 Summer Programs _____
6226 Shining Stars & Club 456 _____
6230 All Church Retreat Children _____

Youth Groups

6276 Senior High Youth _____
6279 Youth Transportation _____
6285 Junior High Youth _____
6299 Leadership _____

Benefits & Allowances

5082 Pastor Continuing Ed. _____
5083 Pastor Travel _____
5085 Minister of Music Ed. _____
5087 Dir. Or Youth Ministries Ed. _____
5088 Dir. Of Youth Mn. Travel _____
5089 Director of Children's Mn. Ed. _____
5091 Discretionary Fund Pastor _____
5096 DM Pastor Travel _____
5097 DM Pastor's Continuing Ed. _____
5099 Dir. Of Children's Mm. Travel _____
5100 DM Pastor Discretionary Fund _____

Prayer

5522 Men's Prayer Retreat _____
5595 Women's Prayer Retreat _____
5599 Prayer Materials & Events _____