



Reimbursement Request Form

Please attach receipts that you are requesting reimbursement for and use the following expense category list to properly separate each item.

Account #	Account Name	Amount	Purpose
General Expenses			
60.1010	Flowers	\$	
60.1016	Office & Computer Equipment	\$	
60.1018	Office Printing & Reproduction	\$	
60.1020	Office Supplies & Expenses	\$	
Church Ministries			
60.2010	Children's Ministry	\$	
60.2020	Jr. High Ministry	\$	
60.2030	High School Ministry	\$	
60.2100	Men's Ministry	\$	
60.2210	Women's Ministry Books	\$	
60.2220	Women's Ministry Retreat	\$	
60.2230	Women's Ministry Other Expenses	\$	
Worship Expenses			
60.6010	Beach Service	\$	
60.6020	Contract Labor	\$	
60.6030	Hospitality	\$	
60.6040	Music & Video Equipment	\$	
60.6050	Printing & Reproduction	\$	
60.6080	Worship Service Supplies	\$	
Pastor Expenses			
70.1000	Books & Learning Tools	\$	
70.2000	Conferences	\$	
70.3000	Meetings & Meals - Todd	\$	
70.4000	Meetings & Meals - Matt	\$	
70.5000	Meetings & Meals - Bill	\$	
70.6000	Meetings & Meals - James	\$	
70.7000	Meetings & Meals - Denise	\$	
If the account is not reflected above, please list the specific acct name and number below along with the amount and purpose (be specific). Reimbursements cannot be made without an account #.			
		\$	
		\$	
		\$	
Total Reimbursement Amount:		\$	

Make Check Payable To:

Mail Check To:

Date:

Phone:

Email: