

INVOICE PAYMENT / REIMBURSEMENT REQUEST FORM (Effective 01/01/23)

ATTACH RECEIPT OR INVOICE - PLACE IN RESOURCE ROOM MAIL SLOT FOR PROCESSING

| REQUESTED BY | PAYABLE TO (if different than requested by) |
|--------------------------|---|
| Name: _____ | |
| Committee: _____ | |
| Date: ____ / ____ / ____ | |
| | MAIL TO * or PICK UP AT CHURCH * |
| | List Mailing Address below (if needed) |
| | _____ |
| | _____ |

| ITEMIZED EXPENSES | | |
|-------------------------|------------------|-----------------|
| ACCOUNT # | ITEM DESCRIPTION | AMOUNT |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| TOTAL AMOUNT DUE | | \$ _____ |

Reference List of Frequently Used Account Numbers

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| <p><u>Worship and Music</u></p> <p>5.10.140 Communion Supplies</p> <p>5.10.145 Altar Supplies</p> <p>5.10.149 Piano/Organ Tuning</p> <p>5.10.150 Choir Music</p> <p>5.10.151 Worship / Pew Supplies</p> <p>5.10.153 W&M Multimedia</p> <p>5.10.154 W&M Equipment Repair/Replacement</p> <p>5.10.155 Guest Musicians</p> <p>5.10.156 Special Worship Materials</p> <p>5.10.157 W&M Subscriptions</p> <p>5.10.159 Music Copyrights</p> | <p><u>Fellowship</u></p> <p>5.10.200 Coffee Supplies</p> <p>5.10.204 Lenten Services Supplies</p> <p>5.10.205 Fellowship Supplies</p> |
| <p><u>Christian Education</u></p> <p>5.10.130 Christian Education Expenses</p> <p>5.10.137 Christian Education Curriculum</p> <p>5.10.136 Christian Education Supplies</p> <p>5.10.134 Confirmation Expenses</p> <p>5.10.135 First Communion Expenses</p> <p>5.10.133 Bibles</p> <p>5.10.138 Adult Education</p> | <p><u>Property/Building/Transportation</u></p> <p>5.70.114 Transportation Fund Expense</p> <p>5.20.600 Tractor Repairs & Maintenance</p> <p>5.10.179 Landscape & Facilities Expenses</p> <p>5.10.187 Kitchen & Building Supplies</p> <p>5.20.600 Building, Facility & Capital Repairs & Maintenance</p> <p>5.20.602 Capital Items & Equipment</p> |
| <p><u>Youth</u></p> <p>5.10.310 Youth Food Expenses</p> <p>5.10.311 Monthly Youth Event Expenses</p> <p>5.10.313 LYO Expense</p> <p>5.10.314 Youth Materials Expense</p> | <p><u>Operations/Administration</u></p> <p>5.10.125 Council Expense</p> <p>5.10.128 Synod Assembly</p> <p>5.10.278 Congregational Care Expenses</p> <p>5.10.206 Funeral/Baptism Expense</p> <p>5.10.276 Engagement Expenses</p> <p>5.10.127 Technology Related Costs</p> <p>5.10.117 Office Supplies</p> |
| | <p><u>Designated Restricted Accounts</u></p> <p>5.70.107 Contemporary Music Fund Costs</p> <p>5.70.101 Traditional Music Fund Costs</p> <p>5.10.260 Supply Pastor Costs</p> <p>5.30.120 Youth Restricted Fund (i.e. NYG) Expenses</p> |

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| 5.10.315 Youth Miscellaneous | 5.70.102 Altar Guild Fund Costs (Use of Rummage Sale Proceeds) |
| | 5.70.106 Comfort Quilters Fund Expenses |
| <u>Mission Ministry</u> | 5.70.109 Adversity Fund Expenses |
| 5.50.416 Social Ministry Expense | 5.35.100 Confirmation Restricted Expense |
| 5.50.415 Soup-er Bowl / Feed the Homeless | 5.10.146 Faith, Family & Fellowship |
| 5.70.170 Outreach Expense | 5.10.230 Pastor Professional Expenses |
| 5.70.172 Coffee House Expense | 5.10.238 Continuing Education - Pastor |