

INVOICE PAYMENT / REIMBURSEMENT REQUEST FORM

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

REQUESTED BY
Name: _____
Committee: _____
Date: ____ / ____ / ____

APPROVER SIGNATURE
Name: _____
Date: ____ / ____ / ____

PAYABLE TO (if different than requested by)
MAIL TO <input type="checkbox"/> or PICK UP AT CHURCH <input type="checkbox"/> List Mailing Address below (if needed)

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

Reference List of Frequently Used Account Numbers

Worship and Music

- 5.10.140 Communion Supplies
- 5.10.145 Altar Supplies
- 5.10.149 Piano/Organ Tuning
- 5.10.150 Choir Music
- 5.10.151 Worship / Pew Supplies
- 5.10.153 W&M Multimedia
- 5.10.154 W&M Equipment Repair/Replacement
- 5.10.155 Supply Musicians/Guest Musicians
- 5.10.156 Special Worship Materials
- 5.10.157 W&M Subscriptions
- 5.10.159 Music Copyrights

Christian Education

- 5.10.130 Christian Education Expenses
- 5.10.137 Christian Education Curriculum
- 5.10.136 Christian Education Supplies
- 5.10.134 Confirmation Expenses
- 5.10.135 First Communion Expenses
- 5.10.133 Bibles
- 5.10.138 Adult Education

Youth

- 5.10.310 Youth Food Supplies
- 5.10.311 Monthly Youth Event Expenses
- 5.10.313 LYO Expense
- 5.10.314 Youth Materials Expense
- 5.10.315 Youth Miscellaneous

Mission Ministry

- 5.50.416 Social Ministry Expense
- 5.50.415 Soup-er Bowl / Feed the Homeless
- 5.70.170 Outreach Expense
- 5.70.172 Coffee House Expense

Fellowship

- 5.10.200 Coffee Supplies
- 5.10.204 Lenten Services Supplies
- 5.10.205 Fellowship Supplies

Property/Building/Transportation

- 5.70.114 Transportation Fund Expense
- 5.20.600 Tractor Maintenance
- 5.10.179 Landscape Maintenance
- 5.10.187 Kitchen/Building Supplies
- 5.20.600 Building, Facility & Capital Repairs & Maintenance

Operations/Administration

- 5.10.125 Council Expense
- 5.10.128 Synod Assembly
- 5.10.278 Congregational Care Expenses
- 5.10.206 Funeral/Baptism Expense
- 5.10.276 Engagement Expenses
- 5.10.127 Technology Expenses

Restricted Accounts - Consolidated Funds

- 5.70.107 Contemporary Music Fund
- 5.70.101 Traditional Music Fund
- 5.70.104 Choir Scholarship Fund
- 3.30.100 Youth Restricted Fund
- 5.53.100 Zambia Missionary Travel
- 5.70.102 Altar Guild Fund (Rummage Sale proceeds/purchases)
- 5.70.106 Comfort Quilters Fund
- 5.70.109 Adversity Fund
- 5.35.100 Confirmation Restricted Expense
- 3.70.146 Faith, Family & Fellowship
- 3.70.203 Continuing Education