

## Reimbursement / Check Request / Church Credit Card Purchase

Person completing form: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Memo line note: \_\_\_\_\_

\_\_\_\_\_ Total purchase: \$ \_\_\_\_\_

Approvals: 1) \_\_\_\_\_ 2) \_\_\_\_\_

(signatures – from authorized list below ONLY.)

**YOU CANNOT APPROVE REIMBURSEMENT  
EXPENSES FOR YOURSELF.**

(Any expenditure over \$500 from any category must have the  
additional approval of a Finance Team member.

**PICK ONE**

**A check needs to be written to** \_\_\_\_\_

Payee address: \_\_\_\_\_

\_\_\_\_\_

**Church Credit Card** (receipt must be attached)

**VENDOR:** \_\_\_\_\_

Date of CC charge: \_\_\_\_\_ Credit Card used: \_\_\_\_\_

For the Office:

**Date Entered:** \_\_\_\_\_ **Date Mailed/Delivered:** \_\_\_\_\_

Those persons authorized to approve purchases are listed in the parentheses with each sub-category.

PUT A **CHECK** NEXT TO **ONE** OF THE SUB-CATEGORIES BELOW.

### Church Ministries (Blair)

- ☐ Assimilation/Coffee (Theresa)
- ☐ Special Event (Theresa)
- ☐ College/Young Adults (Michael)
- ☐ Community Groups (Blair)
- ☐ Deacon Ministry (Blair)
- ☐ Elder Ministry (Michael/Blair)
- ☐ Men's Ministry (Billy B/Blair)
- ☐ Fees - Ministry (Blair)
- ☐ Women's Ministry (Sarah H)
- ☐ Safety Team (Dace)
- ☐ Medical Team (Blair)
- ☐ Life Groups (Dave/Blair)
- ☐ Video (Blair)
- ☐ Youth Ministry (Brandon)
- ☐ Family Life Ministry (Brandon)
- ☐ Grace Kids (Stephanie)
  - ☐ Curriculum
  - ☐ Leader Equipping
  - ☐ Sunday Supplies
  - ☐ Summer Camps
  - ☐ AWANA
  - ☐ Family Connection

### Worship & Music (Brian)

- ☐ Drama & Décor
- ☐ Maintenance
- ☐ Media
- ☐ New Equipment
- ☐ Teambuilding/Celebrations
- ☐ Tech Support/AV
- ☐ Training

### Building & Grounds (Blair)

- ☐ Carpet/Floor Cleaning
- ☐ Custodial Supplies
- ☐ Décor
- ☐ Facility Refurbishment
- ☐ Fees - Building & Grounds
- ☐ HVAC Maintenance
- ☐ Insurance
- ☐ Janitor
- ☐ Landscaping
- ☐ Maintenance
- ☐ Mowing
- ☐ New Equipment
- ☐ Utilities
  - ☐ Electric
  - ☐ Propane
  - ☐ Trash
  - ☐ Water

### Office Expense (Colette/Blair)

- ☐ Advertising
- ☐ Appreciation
- ☐ Equipment Maintenance/Lease
- ☐ Fees - Office
- ☐ New Office Equipment
- ☐ Paper & Supplies
- ☐ Postage
- ☐ Communications
  - ☐ Phone/Internet
  - ☐ Social Media
  - ☐ Website
  - ☐ Other

### Computer/IT (Blair)

- ☐ Software/Licensing
- ☐ New Equipment
- ☐ Maintenance

### Administration (Pastors)

- ☐ Appreciation
- ☐ Conference/Training/Travel

### Missions (Brian)

- ☐ Projects
- ☐ Undesignated Missions
- ☐ Evangelism Training (Harvest Team)

### Pastoral Outreach (Pastors)

- ☐ Appreciation
- ☐ Food
- ☐ Meals with Leaders
- ☐ Resources

### Special Funds (Pastors)

- ☐ Benevolence
- ☐ Capital Fund
- ☐ Other

### Restricted Funds (Blair)

☐ \_\_\_\_\_