

## Expense Reimbursement Form – purchases under \$2,500

### Person submitting

Name \_\_\_\_\_

Ministry \_\_\_\_\_

Description of purchase \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date submitted \_\_\_\_\_

Amount to be reimbursed \_\_\_\_\_

Make Check Payable to \_\_\_\_\_

### Approval

Elder or Deacon Signature \_\_\_\_\_

Account or budget line # \_\_\_\_\_

### Instructions

#### For purchases under \$250

- 1) After making the purchase, fill out the "Person Submitting" section.
- 2) Attach the receipt to this form and forward to the Elder overseeing the ministry.

#### For purchases over \$250

- 1) Before making the purchase, get approval from the Elder overseeing the ministry that the purchase is supporting. Then, follow steps 1 and 2 above
- 2) Forward the form to the Elder overseeing the ministry (place in their bin)

### Approving purchases

The reimbursement will be reviewed and approved (or denied) by the Elder. The Elder will select the budget line or account to apply the purchase to. Once approved. Once the purchase is made, the receipt and form are to be forwarded to the Treasurer for reimbursement.

## Budget line numbers and accounts - 2018 Budget

Line	Account #	Description
1	5010	Professional Expenses - Fuller
2	5310	Professional Expenses - Bolduc
3	5210	Professional Expenses - Haas
9	9090	Next Step Women's Ministry
9	9140	Adult Retreat
9	9180	Senior's Ministry
9	9280	Merge (form. The Current)
<b>9</b>	<b>Adult Ministries</b>	
10	7290	Discretionary Fund
<b>10</b>	<b>Deacon - Miscellaneous</b>	
11	8235	Life Groups
11	9222	Pastoral Care
<b>11</b>	<b>Discipleship</b>	
12	8010	SS Curriculum
12	8170	Library
<b>12</b>	<b>Education</b>	
13	9120	Devotionals/Memorial Gifts
13	9160	Elder Retreat
13	9221	Elder Discretionary Fund
13	9286	Professional Services
13	9330	Pastoral Search Comm/Relocation
<b>13</b>	<b>Elder - Miscellaneous</b>	
14	7230	Suppers & Supplies
14	9281	Church Family Picnic (& 5th)
<b>14</b>	<b>Fellowship</b>	
15	7270	Sports Ministry
15	9190	Special Services
15	9215	Hospitality Supplies
15	9240	Pulpit Supply
15	9285	New Ministry Opportunities
<b>15</b>	<b>Specialized Ministries</b>	
16	6600	MissioTeam Expenses
16	6650	Discretionary Fund
16	6670	Missions Celebration
16	6680	Mission Trip
<b>16</b>	<b>Missions</b>	
17	9010	Choral Music - Sanctuary Ch
17	9011	CCLI/Song Select
17	9013	Youth Choir
17	9014	Kids Chorale
17	9017	Instrumental Music
17	9018	Organ & Piano Maintenance
17	9019	Music Ministry Supplies
17	9020	Music Ministry Appreciation
<b>17</b>	<b>Music</b>	
18	9210	Deaconess' Expense
<b>18</b>	<b>Ordinances</b>	

19	8150	VBS
19	8240	Outreach Events
19	9110	Evangelism
19	9130	Advertising
19	9150	Harvest Festival
<b>19</b>	<b>Outreach</b>	
20	8080	AWANA
20	8110	Jr. Church
20	8160	Bibles
20	8220	Camping Scholarships
20	8225	Nursery Supplies
20	8245	EBBC Kids
20	9290	Youth-Main Events
20	9290	Youth-Non Event Costs
20	9290	Youth-Varsity Reimbursement
<b>20</b>	<b>Youth Ministries</b>	
22	7301	Building Fund
<b>22</b>	<b>Building Fund</b>	
23	7010	Plumbing & Heating
23	7020	Electrical Repair
23	7030	Parking Lot Repair
23	7050	Repairs and Maintenance
23	7110	Snow Removal
23	7120	Ground's Maintenance
23	7210	Custodial Supplies
23	7220	Kitchen Equipment
23	7240	Sanctuary Decorations
<b>23</b>	<b>Facility</b>	
24	7250	Financial Supplies & Equip
<b>24</b>	<b>Finance</b>	
25	7180	Internet Cable
25	7260	Sound/Video System
25	7520	Office Equipment/Repair
25	7540	Computer Supplies
25	7550	Computer Replacement & Rep.
25	7570	IT Subscriptions
25	9080	Tape Ministry
25	9131	Web Site Maintenance
<b>25</b>	<b>Information technology (IT)</b>	
26	7125	unknown
26	none	unknown
<b>26</b>	<b>Miscellaneous</b>	
27	7510	Office Supplies
27	7530	Paper Stock
27	7560	Postage
<b>27</b>	<b>Office</b>	
28	7131	Background Checks
<b>28</b>	<b>Risk Management</b>	
29	7320	Safety and Security