

REIMBURSEMENT REQUEST FORM

Date: _____ Name: _____

Ministry Team: _____

Line Item: _____

Item Purchased: _____

(Check one)

Item was already purchased
Receipt Amount: _____
Payment Method: _____

Item needs to be purchased
Purchase Cost: _____

(If writing check to pay for purchase item) First, Last Name & Mailing Address of Recipient:

Priority check (this check NEEDS to be mailed within 24 hours)

Your signature: _____

OFFICE USE ONLY

Date Received: _____ Complete? Yes No: _____

Check #: _____

Processed by (signature): _____ Date: _____

Benevolence

Interfaith Council Conf. Dues
Joseph Project Expense
Rwanda Kagitumba Parish
Seminary Student
Synod Benevolence

Business Finance

Advertising
Christ in Our Home
Equipment Purchases
Insurance / Permits / Taxes
Living Lutheran
Machines / Copiers / Overage
Office Supplies
Postage & Mailing
Software Rental
Utilities

Discipleship

Adult Christian Education
Stephen Ministry

Equipping Ministry**First Third of Life**

Adult Sponsor Expense
Advertising
College / Young Adult
Confirmation
Cross Gen. Family Ministry
Nursery / Child Care Supplies
Jr. High / High School
Scholarship Fund
Vacation Bible School

Operations Property

Fair Street Janitorial / Landscaping
Janitorial Supplies
Kitchen Supplies for Cong. Meals
Misc. Landscaping
Repairs & Maintenance
Security

Outreach & Evangelism**Mission Resources / Stewardship**

Giving Envelopes
Stewardship

Social Ministry

God's Work Our Hands
Jesus Center Garden
Miscellaneous
Pride Ministry
Rise Against Hunger
Safe Space
Torres Shelter

Personnel

Clergy Continuing Education
Council Spending
Pastor Reimbursed Expenses
Pastor Pulpit Supply
Staff Appreciation
Staff Continuing Education
Staff Mileage
Staff Reimbursed Expenses
Synod Assembly / Leadership Conf.

Search Committee**Worship & Music**

Arts & Environment
CCLI / Copyrights
Equipment Maintenance
Music
Resources
Worship Supplies

Special Fund

Capital Campaign
Coffee Hour
Disaster Relief
Flowers
God's Work Our Hands
Mercy House
Rancho Santa Marta
Social Ministry
Visiting Musicians