



CHECK REQUEST

To be used for reimbursement of church ministry expenses incurred.

Date of Request: _____ Requested By: _____

Check payable to: _____

Address: _____

Instructions:

REQUESTS FOR REIMBURSEMENT MUST BE MADE WITHIN 30 DAYS OF EXPENDITURE.

1. Use separate forms for each vendor.
2. Enter the **MINISTRY CODE** **AND** the **EXPENSE CATEGORY CODE** (see back of form for codes).
3. Combine all "like" ministry & expense category codes.
4. Enter the name of the event and/or a description of the event for which the reimbursement applies to. Meal reimbursements must identify the parties in attendance and in a few words the purpose of the meeting.
5. Enter the amount(s) for each line item (ministry & expense code).
6. Attach (staple) original receipts to the **BACK** of this form. **Note: Payment will not be made without receipt(s).**
7. Obtain all appropriate approvals (see below).
8. Place completed/approved form with attached receipts in **TRISH WALL'S MAILBOX** in the staff offices room.

Ministry + Expense Category	Event Name/Description	Receipt #	Amount
<i>Example:</i> 5 6 0 2 1 5	<i>Children's Ministry curriculum for Sunday school</i>	1	\$95.00
TOTAL CHECK AMOUNT:			\$

APPROVALS REQUIRED FOR PAYMENT:	APPROVAL SIGNATURE & DATE APPROVED
MINISTRY LEADER APPROVAL (All general requests)	_____
ELDER APPROVAL (Ministry Leader and Staff requests) (Brian Witty or Randy White)	_____
For office use only:	_____

Please select the Ministry Code AND the Expense Category Code associated with your check request and enter the combined 6 digit number on the front of this form.

CBF Ministry Code	
5601	Worship Ministry
5602	Children's Ministry
5603	AWANA
5604	VBS
5605	Student Ministry
5606	MOPS Ministry
5607	Women's Ministry
5608	Men's Ministry
5611	Amazon Outreach
5613	Pastoral Care Ministries
5614	EFL
5625	Newcomers Class
5626	Life Groups (Leadership)
5627	Church Office Operating
5628	College/Career Ministry
5609	October Fair
5610	Beach Club Ministry
561219	Men of Nehemiah Ministry
560220	CM Bible Studies Supplies

Expense Category Code	
11	Advertising
15	Books & Resources
21	Furnishings & Equipment
22	Meals
25	Staff/Volunteer Development
30	Entertainment & Gifts
35	Supplies
40	Printing
45	Retreats
50	Scholarships
55	Honorariums
60	Special Events

Administration	
590050	Background Checks
590900	Directories
580210	Kitchen/Bathroom Supplies
591222	Meetings
591300	Office Supplies (Church Office)
591500	Postage
561900	Coffee Bar Supplies
561850	Bereavement
561800	Benevolence