

2017-2018 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 **DEPARTMENT CODE**, **MINISTRY CODE** **AND** the **EXPENSE CATEGORY CODE** (see back of form).
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.

DEPART MENT CODE	Ministry + Expense Category	Event Name/Description	Receipt #	Amount
<i>Example:</i> 310	5 6 0 2 1 5	<i>Children's Ministry curriculum for Sunday school</i>	1	\$95.00
TOTAL CHECK AMOUNT:				\$

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

Please select the DEPARTMENT CODE, 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.

Department Code	Ministry Code
305	5601 Worship Ministry
310	5602 Children's Ministry
315	5603 AWANA
320	5604 VBS
325	5605 Student Ministry
335	5607 Women's Ministry
340	5608 Men's Ministry
355	5611 Amazon Outreach
365	5614 International Ministry
386	5625 Discovery Class
389	5626 Life Groups (Leadership)
392	5627 Senior Pastor Operating
394	5628 College/Career Ministry
345	5609 October Fair
350	5610 Beach Club Ministry
382	5623 Senior Celebration
398	5602 Camp in the City

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	
415	590050 Background Checks
410	580210 Kitchen/Bathroom Supplies
415	591222 Meetings
415	591300 Office Supplies (Staff)
415	591500 Postage
396	561900 Coffee Bar Supplies
378	561850 Bereavement
375	561800 Benevolence