



Date of Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

Print Name

*SIGNATURE OF REQUESTOR: \*\*\*REQUIRED\*\*\**

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

PHONE

**Instructions:**

**REQUESTS FOR REIMBURSEMENT MUST BE FILLED OUT COMPLETELY & SUBMITTED WITHIN 30 DAYS OF EXPENDITURE. \*NOTE: SALES TAX IS NOT REIMBURSED. PLEASE TAKE A SALES TAX EXEMPTION FORM (located underneath this CHECK REQUEST FORM)**

1. **Number each receipt** to correlate with line expense & "Receipt #".
2. **List EACH receipt** separately.
3. Enter the Amount(s) for each line item **EXCLUDING TAX.\* TOTAL CHECK AMOUNT** should **exclude** tax.
4. Enter Event Name and Description of event for which reimbursement applies. **Meal reimbursements must identify the parties in attendance and purpose of meeting.**
5. **TAPE** original receipts to sheet of paper & **PAPERCLIP** to form. Please be sure to tape receipts flat & securely with TOTALS visible. Use as many sheets of paper as necessary.
6. Please sign & obtain all appropriate approvals (see below).
7. Place completed/approved form with receipts in **TRISH WALL'S MAILBOX** located in Staff Offices.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT TRISH @ 972-304-8195**

**\*\*Note: Payment will not be made without receipt(s) attached AS DESCRIBED & ALL APPROVAL SIGNATURES.\*\***

**\*\*\*\*\*NO STAPLES\*\*\*\*\***

**\*\*\*MINISTRY LEADER RESPONSIBLE FOR DEPT. CODE & MINISTRY EXPENSE CATEGORY\*\*\***

Dept. Code	Ministry+ Expense	Event Name/Description	Receipt #	Amount
310	560215	Children's Ministry curriculum for Sunday school	1	\$95.00
<b>TOTAL CHECK AMOUNT</b>			<b>\$</b>	

**APPROVAL SIGNATURE(S) & DATE APPROVED - REQUIRED FOR PAYMENT:**

MINISTRY LEADER APPROVAL (All general requests) \_\_\_\_\_ Date: \_\_\_\_\_  
*(When requesting self reimbursement or family member, another Leader must approve)*

ELDER APPROVAL (Ministry Leader and Staff requests) \_\_\_\_\_ Date: \_\_\_\_\_  
*(Travis Sellers or Wes Kilmer)*

**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.**

<b>Department Code</b>	<b>Ministry Code</b>
<b>305</b>	5601 <b>Worship Ministry</b>
<b>310</b>	5602 <b>Children's Ministry</b>
<b>315</b>	5603 <b>AWANA</b>
<b>320</b>	5604 <b>VBS</b>
<b>325</b>	5605 <b>Student Ministry</b>
<b>335</b>	5607 <b>Women's Ministry</b>
<b>340</b>	5608 <b>Men's Ministry</b>
<b>355</b>	5611 <b>Amazon Outreach</b>
<b>365</b>	5614 <b>International Ministry</b>
<b>372</b>	5616 <b>Connections</b>
<b>386</b>	5625 <b>Discovery Class</b>
<b>389</b>	5626 <b>Life Groups (Leadership)</b>
<b>392</b>	5627 <b>Senior Pastor Operating</b>
<b>394</b>	5628 <b>College/Career Ministry</b>
<b>345</b>	5609 <b>October Fair</b>
<b>350</b>	5610 <b>Beach Club Ministry</b>
<b>382</b>	5623 <b>Valentine Banquet</b>
<b>398</b>	5602 <b>Camp in the City</b>

<b>Expense Category Code</b>
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

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