

**.Reimbursement Request or Expense Authorization Form
(Attach all receipts to this form)**

Requestor's name: _____ **Payable to:** _____

Description/Justification of expense: _____

Amount: \$ _____ **Budget category:** _____
(Select category from list Below)

This request is for **Reimbursement** _____ or **an advance payment** _____

Reimburse Directly to Vendor _____

Requestor's Signature^{A/}: _____ **Date:** _____

^{A/}By signing this request, I acknowledge that the expense/advance payment has been approved by the appropriate committee or Chairperson.

Budget Categories:

Worship and Music
Altar & Sacristy Supplies
Robes
Bulletins
Devotional Materials
Misc. Cong. Supplies/church calendar supplies
Musical Accompaniment
Piano Maintenance
Choir/Ensemble/Special Music
CCLI (Music Licenses)
Worship Planning
Musical Accompaniment
Sound/Projection Systems
Sanctuary Seasonal Decorations
Christian Ministry
Confirmation Materials
Youth Curriculum 6TH -12TH
Special Events/Mission Trip
Youth Outings
Sunday School Curriculum/Supplies (PK-5th Grade)
5th Grade Bibles
Vacation Bible School
Special Programs
Adult Sunday School Materials
Educational Conferences
Stewardship
Envelopes
Stewardship Program
Outreach
Local Outreach
National/International Outreach

Fellowship
Fellowship-Internal
Hospitality Kitchen
Kitchen Maintenance
Kitchen Equipment, etc.
New Member Recognition
Care notes/support handouts
New Member Recognition
Ads/Publicity
Education Training--Health Seminar
Misc Supplies
Health Ministry
Shut-In Ministry
Grief Booklets
Education Training-Health Seminar
Parish Nurse Education
Health Ministry Supplies
Blood Drive Supplies
Agape Women's Group
Annual Gathering
Agape Retreat
Agape Programs & Bible Study Materials
Building & Grounds
Phone & Internet
Electric
Heating
Water
Alarm Monitoring
Janitorial kitchen and bathroom supplies
Carpet Cleaning
Lighting & Electrical Service

Painting & minor Improvements
Janitorial Service
Volunteer Functions
Property and Liability Insurance i
Capital Replacement
Lease
Office and Administration
Office Supplies
Church Software
Photocopier
Postage
Web Site Expense
Dues and Subscriptions
Repairs and Services
NALC Convocation Expenses
Best Management Conference Expenses
Pastoral Support: Local Mileage
Pastoral Support: Professional