

# 2015 Reimbursement Form - Parkway United Church of Christ

(Please attach receipts) updated 6-19-2015

Person or Vendor to reimburse: \_\_\_\_\_ Your name if different: \_\_\_\_\_

Describe purchase: \_\_\_\_\_ Date of purchase: \_\_\_\_\_

Did you charge your purchase to a store account? (e.g., Cokesbury, Lowes) \_\_\_\_\_ YES \_\_\_\_\_ NO

Specific Fund instructions: \_\_\_\_\_ (e.g., Building, Designated)

Please write the amount(s) to be paid next to the correct account(s) below:

## Administrative

|      |    |                          |
|------|----|--------------------------|
| 5705 | \$ | Office Supplies          |
| 5710 | \$ | Equipment/Repair         |
| 5725 | \$ | Postage/mailings         |
| 5715 | \$ | Paper supplies           |
| 5730 | \$ | Staff resource materials |

## Evangelism

|      |    |                           |
|------|----|---------------------------|
| 5405 | \$ | Books/devotional material |
| 5444 | \$ | Special Evangelism Events |
| 5415 | \$ | Visitor/Church Growth     |
| 5442 | \$ | Media/advertising         |
| 5416 | \$ | New Member Orientation    |

## Worship

|      |    |                             |
|------|----|-----------------------------|
| 5605 | \$ | Bulletins                   |
| 5616 | \$ | Flowers                     |
| 5610 | \$ | Sacraments                  |
| 5615 | \$ | Candles (Oil/Prayer Corner) |
| 5622 | \$ | Worship supplies            |
| 5625 | \$ | Sanctuary Décor             |

## Christian Education

|          |    |                         |
|----------|----|-------------------------|
| 5305     | \$ | Curriculum              |
| 5310     | \$ | Supplies                |
| 5315     | \$ | Youth programs          |
| 5320-532 | \$ | Bibles/books            |
| 5325     | \$ | Adult education         |
| 5330-564 | \$ | Summer/VBS programs     |
| 5333     | \$ | Confirmation            |
| 5334     | \$ | Special Events          |
| 5332     | \$ | Nursery Equipment       |
| 5335     | \$ | Church Library/Worship  |
| 5338     | \$ | Music Scores - Children |

## Communications

|      |    |                      |
|------|----|----------------------|
| 5801 | \$ | Monitor              |
| 5802 | \$ | Website              |
| 5803 | \$ | Lighting             |
| 5804 | \$ | Internal Advertising |

## Membership Care

|      |    |                        |
|------|----|------------------------|
| 5553 | \$ | Receptions             |
| 5565 | \$ | Cards/postage          |
| 5560 | \$ | Membership Development |
| 5555 | \$ | Sunday AM Fellowship   |

## Music

|      |    |                            |
|------|----|----------------------------|
| 5641 | \$ | Music scores - Adult       |
| 5642 | \$ | Instrument repair          |
| 5645 | \$ | Guest Musician             |
| 5646 | \$ | Music Licenses             |
| 5648 | \$ | Music Equipment & Supplies |

## Property

|           |    |                          |
|-----------|----|--------------------------|
| 5653      | \$ | Custodial supplies       |
| 5659      | \$ | HVAC maintenance/repair  |
| 5660      | \$ | Other maintenance/repair |
| 5661/5662 | \$ | Lawn/snow maintenance    |

## Staff Accounts

|             |    |                        |
|-------------|----|------------------------|
| 5103/5159   | \$ | Sr Pastor Mileage/Cell |
| 5108/5129   | \$ | Education & Resources  |
| 5143-910    | \$ | Honorariums            |
| 02-6244-503 | \$ | Pastoral Care exp.     |
| 5796        | \$ | Pastor's Discretionary |

## Other Expense

|      |    |                |
|------|----|----------------|
| 5776 | \$ | In/Out Account |
|------|----|----------------|

## Account not listed? (Explain)

|    |  |
|----|--|
| \$ |  |
|----|--|

## Stewardship

|      |    |                    |
|------|----|--------------------|
| 5455 | \$ | Offering envelopes |
|------|----|--------------------|

## Council

|      |    |                        |
|------|----|------------------------|
| 5351 | \$ | Conferences/retreats   |
| 5355 | \$ | Public relations       |
| 5356 | \$ | Lunches/Banquets/Gifts |

## Memorial Expenditure (Explain)

|    |  |
|----|--|
| \$ |  |
|----|--|

