

# Reimbursement Form - Parkway United Church of Christ

(Please attach receipts)

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

## 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

## Stewardship

5455	\$	Offering envelopes
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## Council

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

## Evangelism

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

## 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

## Worship

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

## 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
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## Account not listed? (Explain)

\$	
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## Memorial Expenditure (Explain)

\$	
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