# 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

### 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

### Staff Accounts
- 5103/5159 $ Sr Pastor Mileage/Cell
- 5108/5129 $ Education & Resources
- 5143-910 $ Honorariums
- 5244-563 $ Pastoral Care exp.
- 5796 $ Pastor’s Discretionary

### Other Expense
- 5776 $ In/Out Account

### Account not listed? (Explain)

- $

### Memorial Expenditure (Explain)

- $