



CHECK REQUEST

To be used for reimbursement of church ministry expenses incurred.

Date of Request: _____ Requested By: _____

Check payable to: _____

Address: _____

Instructions:

PHONE

REQUESTS FOR REIMBURSEMENT MUST BE FILLED OUT COMPLETELY & SUBMITTED WITHIN 30 DAYS OF EXPENDITURE.

***NOTE: SALES TAX WILL NOT BE REIMBURSED. PLEASE TAKE A SALES TAX EXEMPTION FORM (located underneath this CHECK REQUEST FORM)**

1. Enter the **DEPARTMENT CODE, MINISTRY CODE & the EXPENSE CATEGORY CODE** (see back of form).
2. Combine all "like" ministry & expense category codes.
3. Enter the name of the event and/or a description of the event for which the reimbursement applies. **Meal reimbursements must identify parties in attendance and in a few words as to the purpose of the meeting.**
4. **Number each receipt** to correlate with line expense & "Receipt #".
5. Enter amount for each line item (ministry & expense code) **EXCLUDING TAX.* TOTAL CHECK AMOUNT** should exclude tax.
6. Attach **(tape)** original receipts to a sheet of paper and paperclip to this form. **Note: Payment will not be made without receipt(s) attached to sheet of paper as described.**
7. Sign & obtain appropriate approvals below. Payment will not be made without appropriate approval/signature.
8. Place completed/approved form with attached receipts in **TRISH WALL'S MAILBOX** in Staff Room (101).

DEPT. CODE	Ministry + Expense Category	Event Name/Description	Receipt #	Amount
<i>Example:</i> 310	5 6 0 2 1 5	Children's Ministry Sunday school curriculum	1	\$95.00
SIGNATURE OF REQUESTOR _____			TOTAL CHECK AMOUNT: \$	

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

MINISTRY LEADER APPROVAL (All general requests) _____
(When requesting for self reimbursement or family member - another Ministry Leader must approve)

ELDER APPROVAL (Ministry Leader and Staff requests) _____
(Allan Scharton or Wes Kilmer) 01/2021

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.

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

Expense Category Code	
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

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