



CHECK REQUEST

To be used for reimbursement of church ministry expenses incurred.

Date of Request: _____

Requested By: _____

Print Name

SIGNATURE OF REQUESTOR:

*****REQUIRED*****

Sign

Payable To: _____

Address: _____

Instructions:

PHONE

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

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

1. **Number each receipt** to correlate with line expense & "Receipt #".
2. **List EACH** receipt separately.
3. Enter the Amount(s) for each line item **EXCLUDING TAX.*** **TOTAL CHECK AMOUNT** should **exclude** tax.
4. Enter Event Name and Description of event for which reimbursement applies. Meal reimbursements **must identify the parties in attendance and purpose of meeting.**
5. **TAPE** original receipts to sheet of paper **PAPERCLIP** to form.
6. Please sign & obtain all appropriate approvals (see below).
7. Place completed/approved form with receipts in **TRISH WALL'S MAILBOX** located in Staff Offices.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT TRISH @ 972-304-8195

Note: Payment will not be made without receipt(s) attached AS DESCRIBED & ALL APPROVALS & SIGNATURE.

*****MINISTRY LEADER RESPONSIBLE FOR DEPT. CODE & MINISTRY EXPENSE CATEGORY*****

Dept. Code	Ministry + Expense Category	Event Name/Description	Receipt #	Amount
310	560215	Children's Ministry curriculum for Sunday school	1	\$95.00
TOTAL CHECK AMOUNT			\$	

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

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

ELDER APPROVAL (Ministry Leader and Staff requests) _____ Date: _____
(Allan Scharton or Wes Kilmer)

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 Valentine Banquet
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