

## Reimbursement or Payment Request Form

Please attach a receipt to this form and submit it to the Church Office.

Dollar Amount \$ \_\_\_\_\_

Expense account # \_\_\_\_\_ Class \_\_\_\_\_  
*See Back of Form* *See Back of Form*

Requested By: \_\_\_\_\_

Description of Expense:

### Make payment to:

\_\_\_\_\_  
*Name/Organization*

\_\_\_\_\_  
*Address Line 1*

\_\_\_\_\_  
*Address Line 2*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone Number*

### Preferred Payment Method:

☐ *Electronic Bill Pay*

☐ *Payer Check*

☐ *No Preference*

Treasurer Approval \_\_\_\_\_ Date \_\_\_\_\_  
*(If Required)*

*Revised 01.23.2019*

# Elk River Lutheran Church

## Account Listing

Account	Type	Classes
61000 · Office Supplies	Expense	
61010 · Postage	Expense	
61020 · Office Equipment	Expense	Adult Faith
61030 · Copier Contract / Expenses	Expense	CYF / Confirmation
61040 · Computer Hardware	Expense	CYF / High School
61050 · Telephone / Internet	Expense	CYF / LIFT
61060 · IT Expenses	Expense	CYF / VBS
61070 · Legal & Accounting	Expense	CYF / Youth
61075 · Insurance - Liability	Expense	Facilities / Building
61090 · Misc Office / Administration	Expense	Hospitality
61200 · Bank Service Charges / Fees	Expense	Miscellaneous
61305 · Meals & Travel	Expense	Music
61310 · Employee Recognition	Expense	Office / Administration
62000 · Rent	Expense	Worship
62010 · Utilities	Expense	
62020 · Elevator	Expense	
62030 · Fire & Security Monitoring	Expense	
62040 · Snow removal / Lawn care	Expense	
62050 · Building Maint / Purchased Serv	Expense	
62105 · Custodial Supplies	Expense	
62110 · Maintenance Equipment	Expense	
62120 · Building Repairs	Expense	
63000 · Ministry Supplies / Expenses	Expense	
63010 · Advertising	Expense	
63015 · Dues / Fees / Subscriptions	Expense	
63020 · Equipment	Expense	
63025 · Equipment Maintenance	Expense	
63030 · Guest Speakers / Guest Musician	Expense	
63040 · Special Events	Expense	
63045 · Flower Expense	Expense	
65155 · Contract Services	Expense	
65170 · Staff Training/Conferences	Expense	
65175 · Mileage	Expense	