

Reimbursement or Payment Request Form

For Office Use Only

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:

☐ *Bill Pay via Bank*

☐ *Paper Check*

☐ *No Preference*

Treasurer Approval _____ Date _____
(if Required)

Elk River Lutheran Church

Account Listing

<u>Account</u>	<u>Type</u>	<u>Classes</u>
61000 - Office Supplies	Expense	Adult Faith
61010 - Postage	Expense	Children & Family
61020 - Office Equipment	Expense	Middle School
61030 - Copier Contract / Expenses	Expense	High School
61040 - Computer Hardware	Expense	Facilities/Building
61050 - Telephone / Internet	Expense	Hospitality
61060 - IT Expenses	Expense	Miscellaneous
61070 - Legal & Accounting	Expense	Music
61075 - Insurance – Liability	Expense	Office/ Administration
61090 - Misc Office / Administration	Expense	Worship
61200 - Bank Service Charges / Fees	Expense	
61305 - Meals & Travel	Expense	
61310 - Employee Recognition	Expense	
62000 - Rent	Expense	
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	
63035 - New Ministry Initiatives	Expense	
63040 - Special Events	Expense	
63045 - Flower Expense	Expense	
65155 - Contract Services	Expense	
65170 - Staff Training/Conferences	Expense	
65175 - Mileage	Expense	