



## Reimbursement Request Form

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total: \$ \_\_\_\_\_

### Break-down by Expense Category

**Property**

\_\_\_ Building Maintenance/Repair      \$ \_\_\_\_\_

\_\_\_ Landscape      \$ \_\_\_\_\_

\_\_\_ Custodial Supplies      \$ \_\_\_\_\_

**Office**

\_\_\_ Office Supplies      \$ \_\_\_\_\_

\_\_\_ Postage      \$ \_\_\_\_\_

\_\_\_ Printing      \$ \_\_\_\_\_

**Education**

\_\_\_ Adult Education      \$ \_\_\_\_\_

\_\_\_ Sunday School      \$ \_\_\_\_\_

\_\_\_ Confirmation      \$ \_\_\_\_\_

\_\_\_ Vacation Bible School      \$ \_\_\_\_\_

\_\_\_ General Education      \$ \_\_\_\_\_

**Church Life**

\_\_\_ Fellowship Events      \$ \_\_\_\_\_

\_\_\_ Seasonal Decorating      \$ \_\_\_\_\_

\_\_\_ Special Events  
(Funerals, Receptions, Etc)      \$ \_\_\_\_\_

**Other:** (Short description, please)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

**Salary & Benefits**

\_\_\_ Auto Expense      \$ \_\_\_\_\_

\_\_\_ Continuing Education      \$ \_\_\_\_\_

\_\_\_ Professional Expense  
(Conferences, Books, Etc)      \$ \_\_\_\_\_

**Stewardship**

\_\_\_ Stewardship Materials      \$ \_\_\_\_\_

\_\_\_ Evangelism      \$ \_\_\_\_\_

**Worship**

\_\_\_ Worship Supplies      \$ \_\_\_\_\_

\_\_\_ Music      \$ \_\_\_\_\_

\_\_\_ Other      \$ \_\_\_\_\_

**Youth**

\_\_\_ Programing/Events      \$ \_\_\_\_\_

\_\_\_ Scholarships      \$ \_\_\_\_\_

**Outreach**

\_\_\_ Advertising      \$ \_\_\_\_\_

\_\_\_ Supplies/Materials      \$ \_\_\_\_\_

**For Office Use Only:**

Date Reimbursed: \_\_\_\_\_

Check Number \_\_\_\_\_

Please fill out this form, attach receipts and leave in Jennifer Topf's mail box in the office, you may also scan and email this form and the receipts to: [treasurersnllc@gmail.com](mailto:treasurersnllc@gmail.com)