

St. Thomas United Church of Christ

Request for Reimbursement / Notification of Charge

Your Name:

Evening Phone: _____

Today's Date: _____

Description of Expense:

Church Activity (and date) associated with this expense:

Cost of Expense:

Place of purchase / supplier of service:

Please check one of the following and attach receipt(s):

_____ Please reimburse me for this expense.

_____ I charged this to the church's account, and the church will receive a bill for this item.

Building & Grounds and Bequest Funds expenses only: Budget line number to which expense is to be charged. See reverse side.

Thank you!

Building & Grounds Budget Lines

- 7005 – Cleaning Supplies
- 7010 – General Maintenance
- 7015 – Cemetery Maintenance
- 7020 – Electric
- 7025 – Property & Equipment Repair
- 7030 – Fuel Oil
- 7035 – Landscape Improvements
- 7045 – Property Insurance
- 7050 – Trash
- 7055 – Grass Mowing
- 7070 – L.P. Gas
- 7080 – Snow Removal
- 7090 – Taxes – Real Estate
- 7100 – Parking Lot Loan Payments
- 3030 – Building Fund / Major Projects (Building Upgrade and Refurbishment)

Bequest Funds

- 3050, 025 – Promotion
- 3050, 035 – Transportation
- 3050, 055 – Christian Ed / VBS
- 3050, 065 – Adult Programing
- 3050, 075 – Sign Update
- 3050, 085 – Prayer Garden Upgrade
- 3050, 095 – Tech Upgrade
- 3050, 115 – Spiritual Programing
- 3050, 125 – Solar Energy
- 3050, 135 – Kitchen Remodel