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 vendor account, and the church will receive a bill for this item.

_____ I charged this to the church's credit card, and it will appear on the credit card statement.

Building & Grounds only:
Please list budget line number to which expense it is to be charged.
(See reverse)

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 & Refurbishment)