

St. Timothy Lutheran Church and Preschool

Reimbursement Request Form

Requested by: _____
 (Print Name Above)

Total Amount Requested: _____

Description: _____

I certify that this purchase was appropriate and necessary and for the benefit of St. Timothy Lutheran Church and Preschool.

Signed and Dated: _____ Date _____ Approved by: _____ Date _____

Attach receipts to document purchases.

Requestors may not approve their own requests. Forms must be approved before submitting to Treasurer for payment.

Approved forms placed in Treasurer's church mail box by Sunday will result in reimbursement checks issued by the following Sunday.

<u>Board/Account</u>	<u>Approver/Description</u>	<u>Amount to be Reimbursed</u>	<u>Board/Account</u>	<u>Approver/Description</u>	<u>Amount to be Reimbursed</u>
<u>Elders</u>					
016-01-01-09	Guest Pastors/Speakers	_____	016-07-00-01	Sunday School Supplies	_____
016-01-02-01	Continuing Education	_____	016-07-00-02	Vacation Bible School	_____
016-01-02-02	Conferences/Workshops	_____	016-07-00-04	Confirmation	_____
016-01-01-08	Mileage Reimbursement	_____	016-07-00-06	Books, Bibles, Catechisms	_____
			016-07-00-99	Misc Education Expense	_____
<u>Trustees</u>					
016-02-01-11	Janitor Supplies	_____			
016-02-03-01	Maint/Repair-Church	_____	<u>Fellowship</u>	<u>Lisa Tangen</u>	
016-02-03-02	Furniture/Fixtures/Equip	_____	016-10-00-99	Misc Fellowship Expense	_____
016-02-03-03	Lawn Care	_____			
<u>Preschool</u>					
016-03-02-01	Preschool Expense	_____	<u>Social Ministry</u>	<u>Pat Jones</u>	
			016-11-00-99	Misc Social Ministry	_____
<u>Church Council</u>					
016-04-04-00		_____	<u>Stewardship</u>	<u>Mel Suelzle</u>	
016-04-04-99	Misc Council Expense	_____	016-12-00-02	Newsletter	_____
			016-12-00-99	Misc Stewardship Expense	_____
<u>Administration</u>					
016-05-01-01	Office Supplies	_____	<u>Evangelism</u>	<u>Terry Kohl</u>	
016-05-01-02	Postage	_____	016-13-03-99	Misc Evangelism Expense	_____
016-05-02-01	Computer Expense	_____			
016-05-05-01	Professional Services	_____	<u>Worship & Music</u>	<u>Fred Starck</u>	
			016-06-02-01	Altar Supplies	_____
			016-06-02-02	Worship Literature	_____
			016-06-02-99	Misc Worship Expense	_____

Dedicated Accounts

		<u>Amount</u>
017-03-02-01	Maintenance Projects	Mel Suelzle
017-06-01-01	Preschool TShirts/Snacks	Sherry Starck
017-99-99-04	Vacation Bible School	Cindy McEntire
017-08-05-00	Altar/Flower Fund	Fred Starck
017-____-____-____	Other	_____