

2012 PARKWAY UNITED CHURCH OF CHRIST - Request for Reimbursement

(Please attach receipts)

Person or Vendor to reimburse: _____ Your name if different: _____

Describe purchase: _____ Date of purchase: _____

Did you charge your purchase to a store account? (i.e., Cokesbury, Ace) Please circle one: YES NO

★ Please write the amount(s) to be paid NEXT to the correct account(s) below: ★

Administrative

- \$ _____ Office Supplies 5705
- \$ _____ Equipment/Repair 5710
- \$ _____ Postage/mailings 5725
- \$ _____ Paper supplies 5715
- \$ _____ Staff resource materials 5730
- \$ _____ Administrative Contingency expenses 5745

Membership Care

- \$ _____ Parish Nurse work 5552
- \$ _____ Receptions 5553
- \$ _____ Cards/postage 5565
- \$ _____ Membership Development Activities 5560
- \$ _____ Sunday AM Fellowship 5555
- \$ _____ Membership Care Contingency Expense 5595

Christian Education

- \$ _____ Curriculum 5305
- \$ _____ Supplies 5310
- \$ _____ Youth programs 5315
- \$ _____ Bibles/books 5320
- \$ _____ Adult education 5325
- \$ _____ Summer/VBS programs 5330-564
- \$ _____ Confirmation 5333
- \$ _____ Special Events 5334
- \$ _____ Nursery Equipment 5332
- \$ _____ Church Library/Worship 5335
- \$ _____ CE Contingency 5337
- \$ _____ Music Scores-Children

Music

- \$ _____ Music scores - Adult 5641
- \$ _____ Instrument repair 5642
- \$ _____ Guest Musician 5645
- \$ _____ Music Licenses 5646
- \$ _____ Choir Robes 5647
- \$ _____ Music Equipment & Supplies 5648
- \$ _____ Concerts 5644
- \$ _____ Music Contingency Expense 5649

Stewardship

- \$ _____ Offering envelopes 5455
- \$ _____ Stewardship Contingency expense 5476

Property

- \$ _____ Custodial supplies 5653
- \$ _____ HVAC maintenance/repair 5659
- \$ _____ Other maintenance/repair 5660
- \$ _____ Lawn maintenance 5661
- \$ _____ Snow removal 5662

Council

- \$ _____ Conferences/retreats 5351
- \$ _____ Public relations 5355
- \$ _____ Lunches/Banquets/Gifts 5356
- \$ _____ Contingency expense 5360

Worship

- \$ _____ Bulletins 5605
- \$ _____ Flowers 5616
- \$ _____ Sacraments 5610
- \$ _____ Candles (Oil/Prayer Corner) 5615
- \$ _____ Worship supplies 5622
- \$ _____ Sanctuary Décor 5625
- \$ _____ Worship Contingency expense 5639

Evangelism

- \$ _____ Books/devotional material 5405
- \$ _____ Special Evangelism Events 5444
- \$ _____ Visitor/Church Growth 5415
- \$ _____ Media/advertising 5442
- \$ _____ New Member Orientation 5416
- \$ _____ Evangelism contingency expense 5448

Staff Accounts

- \$ _____ Mileage (Sr. Pastor 5103-903, AP 5113-903, Office Admin 5123-903, Finance Admin 5129-903)
- \$ _____ Education & Resources (Sr. Pastor 5108-908 AP 5118-908, Office Admin 5128-908)
- \$ _____ Pastor Cell phone 5159
- \$ _____ Honorariums 5143-910
- \$ _____ Substitute Organist 5144-910
- \$ _____ Substitute 11 AM Music 5145-910
- \$ _____ Wedding Coordinator 5627
- \$ _____ Pastor's Discretionary 5796
- \$ _____ Pastoral Care exp. 02-6244-503

Other Expense

- \$ _____ Bread for the World 2408
- \$ _____ In/Out Account 5776-000
- \$ _____ Explain: _____

Memorial Expenditure

- \$ _____ Explain: _____