

# 2017 Cornerstone Bible Church REIMBURSEMENT REQUEST FORM

Date:

Name:

Item(s) Purchased:

Where Purchased:

TOTAL AMOUNT\*:

CHECK PAYABLE TO:

**INSTRUCTIONS:**

Indicate date of purchase.  
Indicate item purchased/from where.  
Indicate amount requested.

Indicate budget category.  
**If different budget items, please indicate breakdown.**

Attach receipt to reimbursement form.

\*Please remember that sales tax will NOT be reimbursed as the church is tax exempt and forms are available for you to present at the time of purchase.

(TREASURER USE: Ck. # \_\_\_\_\_ Date Pd. \_\_\_\_\_)

**Facilities (200)**

- (201) - Building
- (202) - Insurance
  - (202.1) - Worker's Comp
  - (202.2) - Youth Liability
- (203) - Phone
  - (203.1) - Prayer Line
- (204) - Equipment
  - (204.1) - Inreach (banners)
  - (204.2) - Office
  - (204.3) - Rental
  - (204.4) - Sound

**Ministry (300)**

- (301) - Office Expenses
  - (301.1) - Bulletins
  - (301.2) - Cell Phone
  - (301.3) - Copier Rental / Expenses
  - (301.4) - Internet

- (301.5) - Miscellaneous
- (301.6) - Offering Envelopes
- (301.7) - Pastoral Materials
- (301.8) - Postage
- (301.9) - Subscription
- (301.10) - Supplies
- (301.11) - Travel/Mileage
- (301.12) - Website
- (302) - Kitchen
  - (302.1) - Fellowship Socials
  - (302.2) - Paper Products
  - (302.3) - Store Membership
  - (302.4) - Sunday Fellowship
  - (302.5) - Valentine's Banquet
- (303) - Decorations / Awards
  - (303.1) - Flowers
  - (303.2) - Gifts

- (304) - Music
  - (304.1) - Adult Choir
  - (304.2) - Children's Choir
  - (304.3) - Copyright License
  - (304.4) - Worship Service
- (305) - Sunday School
  - (305.1) - Curriculum / Supplies
- (306) - Children's Ministry
  - (306.1) - Curriculum / Supplies
- (307) - Youth Ministry
  - (307.1) - Activities
  - (307.2) - Curriculum/Supplies
- (308) - Adult Ministry
  - (308.1) - Curriculum/Supplies
  - (308.2) - Leadership Material
- (309) - Evangelism/Outreach
  - (309.1) - Advertising
  - (309.2) - Church Promotion

- (309.3) - Guest Speakers
- (309.4) - Missions
- (309.5) - Passion Play
- (309.6) - Supplies
- (310) - Church Ministry
  - (310.1) - Cards/Postage
- (311) - Benevolence
- (312) - Sports
  - (312.1) - League Fees
  - (312.2) - Uniforms
- (313) - Golf Tournament
  - (313.1) - Advertising
  - (313.2) - Food
  - (313.3) - Prizes

**Personnel (400)**

- (401) - Conferences/meetings
- (402) - Medical Expense
- (403) - Mileage Expense