

Church of the Cross
Payment / Reimbursement Request Form

Date: _____ Amount of check: \$ _____

Payee: _____

Address: _____

Description: _____

Please identify which of the following accounts should be used to issue this check; in the event there are two or more accounts to be used, please provide how much should come from each.

Expenses:

Staff Expenses:

Pastor Cell Phone	\$		Admin Assistant Training	\$
Pastor Education	\$		Christian Educator Training	\$
Pastor Professional Expenses	\$		Drama Director Training	\$
Pastor – Guest Speaker	\$		Music Training	\$
			Nursery Attendant Training	\$
Staff Expenses: Hiring Costs	\$		WW Director Training	\$

Property Expenses:

Minor Repairs General Supplies	\$		Insurance	\$
Minor Repairs Work Day	\$		Miscellaneous Equipment	\$
Minor Repairs External Labor	\$			
Minor Expenses Other Internal	\$			

Computer Expenses:

Office Expenses:

Software Upgrades/Renewals	\$		Office Postage	\$
Miscellaneous Equipment	\$		Office Supplies	\$

ADDITIONAL OPTIONS for COMMITTEE & TEAM Expenses on OTHER SIDE

Moderator

Date

Approval / Finance Moderator

Date

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Programs & Committees:

Christian Education:

Evangelism / Good News Team:

	CE Craft & Art Supplies	\$		Advent/Easter Advertising	\$
	CE Family Camp/Saugatuck	\$		Neighborhood Outreach	\$
	CE Incentives & Gifts	\$		Parade Materials	\$
	CE Room Supplies	\$		Pew Cards	\$
	CE Safety Policy	\$			
	CE Sunday School Curriculum	\$			
	CE VBS	\$			

Worship & Drama:

	Drama Construction Materials	\$		Music Choir	\$
	Drama Rental	\$		Music Copyright License	\$
	Drama Miscellaneous	\$		Music Instruments	\$
	Miscellaneous Other	\$		Music Praise Band	\$
	Miscellaneous Print Material	\$		Music Subscriptions	\$
	Miscellaneous Worship Materials	\$			

Wonderful Wednesdays:

	WW Food	\$		WW Curriculum	\$
	WW Other	\$			

Stewardship:

Other:

	Giving Envelopes	\$		Fellowship	\$
	Printing	\$		Mission	\$
	Program Materials	\$		Session Costs	\$

ADDITIONAL OPTIONS for Staff & Property Expenses on OTHER SIDE

Moderator

Date

Approval / Finance Team

Date