



25W741 JEWELL ROAD WHEATON ILLINOIS 60187

## REQUEST FOR REIMBURSEMENT

Name or Company to Reimburse: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

	<u>Item Purchased</u>	<u>Source/Vendor</u>	<u>Price</u>	<u>Budget Category</u>
1.	_____	_____	\$ _____	_____
2.	_____	_____	\$ _____	_____
3.	_____	_____	\$ _____	_____
4.	_____	_____	\$ _____	_____
5.	_____	_____	\$ _____	_____
		<b>TOTAL REIMBURSEMENT REQUEST</b>	\$ _____	

\*Please attach a scan photo of receipt for each item listed above.\*

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ministry Director's Signature

\_\_\_\_\_  
Date

If this reimbursement will cause a budget category to exceed its annual budgeted amount, the reimbursement requires the approval of the designated Warden.

\_\_\_\_\_  
Warden's Signature

\_\_\_\_\_  
Date

## All Souls Budget Category Reference Chart

2000	Facilities	4500	Worship
2010	Mortgage	4520	Consumable Supplies
2030	Utilities	4540	Supply Clergy
2031	Gas	4550	Vestments
2032	Electric	4600	Stewardship
2033	Sewer	4620	Supplies, Equip. & Postage
2034	Telephone	4700	Fellowship & Membership
2035	Church Telephone	4710	Picnic
2036	Cellular Telephone	4720	Coffee Hour
2040	Garbage	4730	Membership
2050	Cleaning Expenses	4750	Receptions/Annual Meeting
2060	Maintenance	4760	Seder Supper/Shrove Tuesday
2070	Furniture and Equipment	4780	Newcomers
3000	Payroll	4800	Pastor's Resources
3010	Pastor's Salary	4810	Continuing Education
3030	Youth Pastor's Salary	4820	Discretionary
4100	Children's Ministries	4830	Meals
4110	Treehouse	4831	Senior Pastor
4120	Sunday School	4832	Deacons
4130	Nursery	4840	Home Office
4140	Childcare	4900	Care Ministries
4150	Children's Worship	4920	Hands for Souls
4170	VBS	4930	Yoga
4180	General/Seasonal Celebrations	4950	Special Needs
4200	Youth Ministries	5000	Souls on Mission
4210	Meetings	5010	Supported Organizations
4220	Professional Development	5040	Diocesan Assessment
4250	Retreats	5050	Diocesan Expenses
4260	Events & Miscellaneous	6000	Organizational Infrastructure
4300	Adult Ministries	6040	Printing & Postage
4310	Catechesis	6050	Outsourced Services
4320	Midweek (Bible Studies)	6070	Small Equipment & Supplies
4340	Retreats	6080	Software
4350	House Groups	8010	Office Supplies
4400	Music	8020	Equipment
4410	Music Purchases	7000	Other Expenses
4420	Organ Maintenance	7010	Legal
4430	Substitute Music Director	7020	Insurance
4440	Musicians	7030	Bank Service Fees
4450	Piano Tuning	7060	Audit
4460	Assistant Music Director		