

Celebration Lutheran Church  
Expense / Reimbursement Form

Date of Request: \_\_\_\_\_

Payable to (include address if check to be mailed)	Notes or special instructions:
Requested By	<input type="checkbox"/> Issue Check
Authorized By (Print and Sign)*	<input type="checkbox"/> Match to Credit Card Charge (Charge Date _____)

\*Authorizing Person must be appropriate committee chair, Treasurer, President, or Vice President

**100 Administrative**

Postage	\$ _____
Quickbooks Charges	\$ _____
Software	\$ _____
Supplies - Office	\$ _____

**200 Christian Education**

Sunday School	\$ _____
VBS	\$ _____
Confirmation	\$ _____
Misc Youth Activities	\$ _____

**400 Property**

Building Maintenance and Repair - Interior	\$ _____
Building Maintenance and Repair - Exterior	\$ _____
Cleaning Supplies	\$ _____
AV System upgrade	\$ _____
Copier	\$ _____
Insurance - Property	\$ _____
Insurance Auto	\$ _____
Pest Control	\$ _____
Cable	\$ _____
Electricity	\$ _____
Garbage	\$ _____
Gas	\$ _____
Telephone	\$ _____
Water	\$ _____
Van Expense	\$ _____

**500 Salaries and Benefits**

Pastor Auto Allowance	\$ _____
Pastor Continuing Ed	\$ _____
Bookkeeping Services	\$ _____
Child Care	\$ _____
Custodial Service	\$ _____
Music Director Sundays	\$ _____
Music Director Special Services	\$ _____
Saturday Night Service Leader	\$ _____

**600 Social Concerns**

Misc Social Concerns	\$ _____
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**700 Stewardship**

Local Benevolence	\$ _____
Synod Assembly	\$ _____

**800 Witness & Evangelism**

Advertising	\$ _____
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**900 Worship & Music**

Devotionals	\$ _____
Flowers	\$ _____
Licensing	\$ _____
Music supplies	\$ _____
Visiting Musicians	\$ _____
Worship Supplies	\$ _____

**Dedicated / Restricted Account**

Account:	\$ _____
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**Instructions:** This form is to be used for all credit card charges, expense reimbursements, and non-regular expenses to be charged to budget line items or dedicated accounts. Please include instructions to the bookkeeper explaining if the check is for a specific event or activity so that it can be tracked.

Bookkeeper / Treasurer Record: \_\_\_\_\_

Check Number: \_\_\_\_\_

Paid Date \_\_\_\_\_