

**Saint Timothy Lutheran Church
Reimbursement Request Form**

Requested by: _____
(Print Name Above)

Total Amount Requested: _____

Description: _____

I certify that this purchase was appropriate and necessary and for the benefit of Saint Timothy Lutheran Church.

Signed and Dated: _____ Date _____ Approved by: _____ Date _____

Attach receipts to document purchases.

Requestors may not approve their own requests. Forms must be approved before submitting to Treasurer for payment.

Approved forms placed in Treasurer's church mail box by Sunday will result in reimbursement checks issued by the following Sunday.

<u>Board/Account</u>	<u>Approver/Description</u>	<u>Amount to be Reimbursed</u>	<u>Board/Account</u>	<u>Approver/Description</u>	<u>Amount to be Reimbursed</u>
<u>Elders</u>					
016-01-01-09	Guest Pastors/Speakers	_____	016-07-00-01	Sunday School Supplies	_____
016-01-02-01	Continuing Education	_____	016-07-00-02	Vacation Bible School	_____
016-01-02-02	Conferences/Workshops	_____	016-07-00-04	Confirmation	_____
016-01-01-08	Mileage Reimbursement	_____	016-07-00-06	Books, Bibles, Catechisms	_____
			016-07-00-99	Misc Education Expense	_____
<u>Trustees</u>					
	<u>Gary Eneberg</u>			<u>Barb Eneberg</u>	
016-02-01-11	Janitor Supplies	_____	<u>Fellowship</u>	<u>Barb Eneberg</u>	
016-02-03-01	Maint/Repair-Church	_____	016-10-00-99	Kitchen Supplies	_____
016-02-03-02	Furniture/Fixtures/Equip	_____	016-10-00-99	Misc Fellowship Expense	_____
	<u>Rodger Reinig</u>		<u>Social Ministry</u>	<u>Mel/Janet</u>	
016-02-03-03	Maint/repair grounds	_____	016-11-00-99	Misc Social Ministry	_____
			<u>Stewardship</u>	<u>Mel Suelzle</u>	
	<u>Janet/Mel</u>		016-12-00-02	Newsletter	_____
<u>Church Council</u>	_____		016-12-00-99	Misc Stewardship Expense	_____
016-04-04-00					
016-04-04-99	Misc Council Expense	_____			
			<u>Evangelism</u>	<u>Mel Suelzle</u>	
<u>Administration</u>	<u>Mel Suelzle</u>		016-13-03-99	Misc Evangelism Expense	_____
016-05-01-01	Office Supplies	_____			
016-05-01-02	Postage	_____	<u>Worship & Music</u>	<u>Elders</u>	
016-05-02-01	Computer Expense	_____	016-06-02-01	Altar Supplies	_____
016-05-05-01	Professional Services	_____	016-06-02-02	Worship Literature	_____
			016-06-02-99	Misc Worship Expense	_____

Dedicated Accounts

		Amount
017-03-02-01	Special Maint.	Gary Eneberg
017-06-01-01	New Landscaping	Rodger Reinig
017-99-99-04	Oktoberfest	Rodger Reinig
Other	_____	_____
Other	_____	_____