



## REIMBURSEMENT FORM

CATEGORY	CODE
Outreach	211.2 DR
Outreach	212.2 Kenya
Outreach	213.2 NOLA
Outreach	231 Jung, Sung & Heidi
Outreach	232 Kim, Chris & EunYoung
Outreach	233 LoAmmi Team
Outreach	234 Pastor Lee
Outreach	250.1 Disaster Relief
Outreach	261.2 Kenya Sponsorship
Worship	301 Praise Team
Worship	302 Choir
Worship	303 Worship Service
Worship	304 Multimedia
Worship	305 Ensemble
Program Management	401 Other Events
Program Management	402 EM Pastors Conference
Program Management	403.1 Family Retreat
Program Management	404.1 General Retreat
Program Management	405 Koinonia
Program Management	406 Picnic
Program Management	407.1 Bowling
Program Management	407.2 Basketball
Program Management	407.3 Softball
Program Management	407.4 Football
Program Management	407.5 Golf
Development & Education	501 FG
Development & Education	502 Staff Training
Development & Education	503 Children's Ministry
Development & Education	504 Guest Speakers
Development & Education	505 Ministry Scholarship
Development & Education	506 Infant Ministry
Development & Education	507 Women's Ministry
Development & Education	508 Men's Ministry
Development & Education	509 Leadership Training
Development & Education	510 Youth Group
Development & Education	511 Young Adult Ministry
Development & Education	512 Student Outreach
Stewardship	601 Various
Communications	701 Web
Communications	703 Newsletter
Administrative	801.2 Building Rent
Administrative	801.3 Storage
Administrative	801.4 Moving
Administrative	802.1 Bank Fees
Administrative	802.2 Payroll Processing
Administrative	802.3 Background Checks
Administrative	802.4 Legal
Administrative	802.5 Denomination Dues
Administrative	802.6 Telecommunications
Administrative	802.7 Church Liability Ins
Administrative	803 Office Supplies
Administrative	804.1 Van Payment
Administrative	804.2 Van Maintenance
Membership	901 Welcoming
Membership	902 Fellowship
Membership	903 Life Change and Gifts
Membership	904 New Membership

	Code (# only)	Vendor and description of purchase	Date	Amount
1				
2				
3				
4				
5				
6				
7				
8				

Total: \_\_\_\_\_

Payee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Authorization:  
(If required - see below) \_\_\_\_\_ Date: \_\_\_\_\_

Please be as descriptive as possible.  
 Return completed forms with attached receipts to Danielle Kim.  
 Notify ministry's overseeing elder about purchases greater than \$500 (no signature required).  
 All expenses require a receipt or an exception from session (special authorization required).  
 Purchases directly paid for by the church may be exempt from 7% NJ sales tax.  
 When possible with large purchases, please make reasonable effort to take advantage of this savings.  
 For any questions, please contact Ben Sung at ben.sung@gmail.com or 646-498-0057.