

DIX HILLS EVANGELICAL FREE CHURCH 2016/2017

Reimbursement Voucher

You must circle the appropriate budget code, write to whom the check is payable, amount, and a description.

Sign and date the authorization. Submit it to the church office for approval.

No items may be ordered in excess of budget limitation without prior authorization.

<u>BUDGET CODE (Circle)</u>
RESERVE FUND Specify: _____
SALARIES/BENEFITS Specify: _____
BUILDING & EQUIPMENT Insurance Fuel Oil Water Garbage Removal Electric Telephone Building Maintenance Vehicle Repair Grounds Maintenance Snow Plowing Computer Repairs/Upgrades Audit/accounting Fees
CHRISTIAN EDUCATION MINISTRIES Christian Service Brigade Pioneer Girls Children's Church Sunday School VBS MOPS Student Ministries Softball Program Outreach Programs Small Groups
WORSHIP/OFFICE MINISTRIES Tracts/Inserts Office Supplies Paper & Toner Office Equip. Maintenance Office Equip. Lease Advertising Church Decorations Postage & Delivery Printing & Reproduction CD Duplicating Worship Arts Ministries Staff Development
CARE/FELLOWSHIP MINISTRY Flowers Hospitality Pastor's Discretionary Fund

Payable to:

Name

Address

City, State, Zip

Mail out with attached

Amount: \$ _____

Description: _____

Requested by:

Date

Approval Signatures	
Committee Chair _____	Date
Trustee _____	Date
Treasurer _____	
Check # _____	Date Paid _____