

DIX HILLS EVANGELICAL FREE CHURCH

Reimbursement Voucher 2020-2021

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.

BUDGET CODE (Circle)

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
- Homework Club
- JBQ
- Teen JBQ

WORSHIP/OFFICE MINISTRIES

- Office Supplies
- Paper & Toner
- Office Equip. Maintenance
- Office Equip. Lease
- Advertising
- Church Decorations
- Postage & Delivery
- Printing & Reproduction
- Worship Arts Ministries
- Staff Development

CARE/FELLOWSHIP MINISTRY

- Flowers
- Hospitality
- Pastor's Discretionary Fund
- Discipleship/Counseling

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 _____