

United Christian Church Reimbursement Form

Complete this form, attach your original receipt(s), and give it to the Committee Chair or staff member who authorized the purchase. After signing the form, the Committee Chair/staff member will put in the Bookkeeper's mailbox in the Fellowship Hall. It is recommended that you make a copy of your completed form and receipt(s) for your records.

Name _____ **Date** _____

Email _____ **Phone** _____

Make check payable to _____

Mail check **Return to me**

Account to be Charged (use the list on the back)	Quantity	Item Description	Individual Price	Total Price

Your Signature

Committee Chair/Staff Member Signature

Remember to attach your original receipt (s) for reimbursement.

Bookkeeping Record

Date _____ Check Number _____ Amount _____

Notes

WORSHIP AND MUSIC

Worship Supplies
 Communion Supplies
 Worship Equipment
 Worship Committee
 Deacons
 Subtotal
 Music
 Choir Robes
 Jazz Leader
 Jazz Musicians
 Substitute Musicians
 Mileage for Music Director

MISSIONS

Bluebonnet Area (DOC)
 Disciples Mission Fund
 Disciples Conference Center
 Brazos Association (UCC)
 Church's Wider Mission (UCC)
 Slumber Falls Camp (UCC)
 Pastor's Benevolence Fund
 Community and World Action
 Social Justice Group
 Open and Affirming Group
 Adult Mission Trip

PASTORAL MINISTRY

Mileage Reimbursement (Tim T.)
 Mileage Reimbursement (Ken W)
 Mileage Reimbursement
 (Lee W-M)
 Stephen Ministry
 Elders

GOOD NEWS

Website Hosting
 Website Software
 Banners (outdoor)
 Print (door hangers)
 Advertising
 Greeters

CHILDREN'S EDUCATION

Sunday School Curriculum
 Supplies
 Classroom Equipment
 (furnishings)
 Vacation Bible School
 Children's Choirs
 God's Agents of Kindness
 CPR Training
 Mileage Reimbursement (Jane J.)
 Nursery Attendants

YOUTH EDUCATION

Curriculum
 Events (retreats & lock-ins)
 Meeting Costs
 Volunteer Appreciation
 Mission Trip
 Mission Trip (scholarship fund)

ADULT EDUCATION

Small Group Curriculum
 Retreats
 Education Committee
 Background Checks

STEWARDSHIP AND FINANCE

Stewardship/Finance Supplies
 Payroll Service Expenses
 Bookkeeper Salary
 Banking Expenses
 Stewardship/Finance Committee

FELLOWSHIP

Kitchen Supplies (plates, utensils,
 soap, paper towels, etc.)
 Beverage and Food (coffee, tea,
 sugar, etc.)
 Church Retreat
 Anniversary Celebrations
 Prospective Member Orientation
 and New Member Welcome
 "Fams with Kids" Group
 Fellowship Committee

PROPERTY

AC/Heat Maintenance
 Security System Monitoring
 Life Safety Equipment Inspection
 Life Safety Equipment Repairs
 Miscellaneous Equipment Repairs
 Janitorial Services
 Annual Deep Cleaning
 Cleaning Supplies
 Bathroom Supplies
 Landscaping Supplies
 Lawn care Equipment
 Property Expenses - Other
 Property Committee

ADMINISTRATION

Mileage Reimbursement (Pat P)
 Computer Soft/Hardware Supplies
 Computer Maintenance
 Copier Maintenance/Supplies
 Postage
 Office Supplies
 Volunteer Recognition

PERSONNEL

Staff Development
 Personnel Committee