

REIMBURSEMENT REQUEST FORM

Date: _____ Print Name: _____

Ministry Team: _____

Line Item: _____

Item/s Purchased: _____

TOTAL COST OF ITEMS: _____

(Check one)

- ☐ Items were purchased with the church credit card
- ☐ Faith Lutheran needs to purchase these items (specify to whom below)
- ☐ Items were already purchased by another individual. Please reimburse:

Name: _____

Address: _____

Other important info (optional): _____

SIGNATURE OF DEPT. HEAD (REQUIRED): _____

<i>DEPARTMENT HEADS (EXPENDITURES)</i>		<i>DEPARTMENT HEADS (DESIGNATED)</i>	
Benevolence	Michael N.D.	Capital Campaign	Joel Zimbelman
Business Finance	Michael N.D.	Coffee Hour	Luke Nicolay
DISC. FACE Christian Ed.	Pr. Ben Colahan	Community Outreach (Social Ministry)	Michael N.D.
DISC. Stephen Ministry	Jamie Holmes	Disaster Relief	Pr. Ben Colahan
Family Life	Dani Vogel	Flowers	Luke Nicolay
Operations Property	Joel Zimbelman	God's Work Our Hands	Michael N.D.
O&E Mission/Stewardship	Michael N.D.	Mercy House	Michael N.D.
O&E Social Ministry	Michael N.D.	Rancho Santa Marta	Dani Vogel
Personnel	Cynthia Kampf	Visiting Musicians Fund	Luke Nicolay
Worship & Music	Luke Nicolay		

Thank you! Checks are printed each Friday and signed by two (2) Faith Lutheran Church executive council members over the weekend. Checks are mailed Mondays. If this check needs to be printed ASAP, let Michael know by calling the office at (530) 895-3754, and including "Priority" on the additional info space above.

Benevolence

Interfaith Council Conf. Dues
Joseph Project Expense
Rwanda Kagitumba Parish
Synod Benevolence

Business Finance

Advertising
Bank Charges
Christ in Our Home
Equipment Purchases
HVAC Maintenance
Insurance / Permits / Taxes
Living Lutheran
Machines / Copiers / Overage
Office Supplies
Postage & Mailing
Software Rental
Utilities

Discipleship

Faith Adult Christian Education
Stephen Ministry

Equipping Ministry

Equipping Ministry

Family Life

Adult Sponsor Expense
Advertising
Confirmation
Intergenerational Ministry
Nursery Supplies
Scholarship Fund
Small Groups
Sunday School
Vacation Bible School
Young Adult Ministry
Youth Ministry

Operations Property

Fair Street Janitorial / Landscaping
Janitorial Supplies
Kitchen Supplies for Cong. Meals
Misc. Landscaping
Repairs & Maintenance
Security

Outreach & Evangelism**Mission Resources / Stewardship**

Giving Envelopes
Stewardship

Community Outreach (Social Min.)

God's Work Our Hands
Jesus Center Garden
Miscellaneous
Pride/LGBTQ+ Outreach
Rise Against Hunger
Safe Space
Torres Shelter Dinners

Personnel

Clergy Continuing Education
Council Spending
Pastor Reimbursed Expenses
Pastor Pulpit Supply
Staff Appreciation
Staff Continuing Education
Staff Mileage
Staff Reimbursed Expenses
Synod Assembly / Leadership Conf.

Worship & Music

Arts & Environment
CCLI / Copyrights
Equipment Maintenance
Music
Resources
Worship Supplies

Special Fund

Capital Campaign
Coffee Hour
Community Outreach (Social Ministry)
Disaster Relief
Flowers for Easter/Christmas
God's Work Our Hands
Mercy House
Rancho Santa Marta
Visiting Musicians

