

## Check Request/Reimbursement Form

Payment/Check Request Date \_\_\_\_\_ Requested by \_\_\_\_\_

Payee \_\_\_\_\_ Description \_\_\_\_\_

<u>Account</u>	<u>Account Name</u>	<u>\$ Amount</u>
<b>Office/Admin</b>		
500.305	Admin Expenses	
507.003	Admin Expenses Other	
507.002	Annual Fees & Subscriptions	
506.501	City of River Falls - water/sewer/electric	
500.300	Office Supplies Expense	
500.303	Postage Expense	
500.304	Printing Expense	
505.000	Special Use Expenses	
506.502	St. Croix Gas - Expense	
500.301	Telephone & Internet Expense	
507.001	Vanco Fee	

506.200	<b>Cong Life Ministry Expense</b>	
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506.300	<b>Communications Ministry</b>	
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501.800	<b>ELCA Mission Support</b>	
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**Education Ministry**

506.000	Education Ministry Expense	
502.500	Youth Mission Trip Expense	
506.010	Youth Ministry Expense	
501.555	Faith Adventure Snacks Expense	

**Mission Pass-Thru**

502.403	Backpack Program Expense	
502.205	ELCA Disaster Response	
502.409	ELCA Good Gifts Expense	
502.301	ELCA Hurricane Relief Expense	
502.401	ELCA Literacy Expense	
502.404	ELCA Malawi Relief Expense	
502.206	ELCA Texas Disaster Relief	
502.203	ELCA World Hunger Expense	
502.400	ERC Refugee Project Expense	
502.100	Food Shelf Expense	
502.300	Grace Place Expense	
500.155	Habitat For Humanity Expense	
502.407	Hope 4 Creation Expense	
502.204	Lutheran Immigration & Refugee Exp	
502.200	Our Neighbors Place Expense	
502.408	Tools for School Expense	
502.406	Turning Point Expense	

**Mission Ministry**

506.401	Mission Ministry - Our Neighbors Place	
506.402	Mission Ministry - Wed Meal Exp	
506.400	Mission Ministry Expense	

<u>Account</u>	<u>Account Name</u>	<u>\$ Amount</u>
<b>Memorials</b>		
501.200	Memorials - Prayer Path	
501.900	Memorials - Sign Expense	
501.500	Memorials - Sound system	
501.600	Memorials - Undesignated	
501.400	Memorials - Worship Expense	
501.850	Memorial - HS Youth Expense	
501.702	Memorials - Cong. Life Expense	
501.100	Memorials - Education Expense	
501.110	Memorials - FIN Expense	
501.550	Memorials - JB Tree Fund	
501.300	Memorials - Landscape	
500.306	Memorial - Outdoor	

**Pastor's Office**

501.801	Conference Expenses	
500.014	Pastor Continuing Education	
500.004	Pastor Mileage Expense	
500.010	Pastor Misc (reg meetings etc)	
500.009	Pastor Publications/Prof	

**Property Ministry**

504.001	Chairs - Sanctuary Expense	
506.505	Cleaning & Maintenance	
506.507	Exterior Maintenance Expense	
506.508	Garbage Service Expense	
501.710	Garden Expense	
506.504	Insurance & Liability Expense	
506.510	Insurance Outdoor Facility	
506.503	Licenses & Permits Expense	
506.500	Property Ministry Expense	
506.509	Security Expense	
506.506	Snowplowing Expense	
500.202	Winds of the Spirit Building	

**Worship Ministry**

500.050	Musician Fund Expense	
501.701	Worship Ministry - Pulpit Supply	
501.700	Worship Ministry Expense	

**Other**

500.060	An Evening At HOPE - Expense	
506.002	Carols & Candles Expense	
500.903	Donut Expense	
505.305	Green Sustainability Project	
506.001	National Night Out Expense	
501.802	NW Synod - Walking Together	
540.000	NWSynod Fund for Leaders	
504.000	Thrivent Choice Expense	