



**2018**  
**Check and/or**  
**Reimbursement Request**

**IMPORTANT PLEASE READ: USE ACCOUNT #s (on back) TO COMPLETE REQUEST**  
 Requests require Pastor/Director approval prior to submission to Accounting.  
 \*All original receipts must be readable, dated within 60 days of purchase and attached for reimbursement. Use the receipt total (minus personal purchases).  
 Place completed requests upstairs in the Bookkeeper's Box OR in Karen Coddington's mailbox before Tuesday by 5:00 pm. Requests will be processed by Wednesday at 5:00 pm.

Amount of Check Request: \_\_\_\_\_ Date: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requested by: \_\_\_\_\_ Due by: \_\_\_\_\_

Is this a new address?    Yes    No

Mail Check?    Yes    No

Deliver to whose NS mailbox? \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Circle One: Landline or Mobile

Is text message ok?    Yes    No

Vendor	Expenditure Purpose	Account #	Campus	Receipt Amt

Ministry Director / Pastor Signature: \_\_\_\_\_

Requester's Signature: \_\_\_\_\_

\*Checks not cashed within 180 days of the date of issue will be voided.

## Check Requests and Reimbursement Account Nos.

### 5000 Program Expense

- 5050 Supplies & Support
  - 5051 Hospitality Supplies
  - 5052 Worship Ministry Supplies
  - 5053 Licenses for Services
  - 5054 Message Support Supplies
  - 5055 Congregation Supplies
- 5060 Equipment
  - 5062 Audit
  - 5064 Venue Room Equipment
  - 5065 Other Equipment
- 5070 Honorariums
  - 5071 Guest Speakers

### 5080 Children's Ministry

- 5091 Curriculum
- 5092 Equipment/Capital Im
- 5093 Special Events (FX, etc)
- 5094 Leaders Get Togethers
- 5095 Kids Camp
- 5096 Classroom Supplies
- 5097 Supplies for Childcare

### 5100 Youth Ministry

- 5151 Camps & Events
- 5152 Youth Program Supplies
- 5153 Assimilation for Youth
- 5154 Youth Café/Snack Shack
- 5157 Youth Scholarships
- 5158 Youth Equipment
- 5159 Youth Maintenance/repair

### 5200 Ministries & Community Care

- 5251 Small Groups Supplies
- 5252 VIP Meet n Greet Supplies
- 5253 Leaders Get Togethers
- 5255 Next Steps Supplies
- 5256 MOPS Ministry Supplies
- 5257 Women's Ministry Supplies
- 5259 Couples Ministry Supplies
- 5260 Men's Ministry Supplies
- 5261 Military Ministry Supplies
- 5262 Healed Heart Ministry Supplies
- 5265 All Ministry Consumables

### 5300 Connections & Appreciation

- 5301 Campus/Lead Pastor M/M
- 5302 Worship Leader M/M
- 5303 Associate Pastor M/M
- 5304 Small Groups Pastor M/M
- 5305-1 PL Director M/M
- 5306 Youth Ministry M/M
- 7071 Ex Director Connections

### 5400 Special Events

- 5401 Beach Baptism
- 5402 NS Leadership Conferences
- 5404 All Church Volunteer Appreciation
- 5405 Community Events

### 5500 Communications & Promotion

- 5601 Printing & Copy Machines
- 5602 Outsourcing Printing
- 5603 New Song Web Subscription

### 6000 Facility & Building Expenses

- 6062 Custodial Supplies
- 6063 Landscape Supplies
- 6064 Repairs & Maintenance
- 6065 Building Supplies

### 7000 Admin & General Expenses

- 7051-4 Conference - PL Ministry
- 7051-5 Conference - Youth Pastor
- 7054 Team Building & Training
- 7082 Computers & Software
- 7084 Dues & Subscriptions
- 7085 Office Supplies
- 7087 Postage & Delivery

Campus Legend	
Central	1
Carlsbad	8