

# Budget Allocation Form / Reimbursement / Check Request

Person completing form: \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

Description of expense (indicate exact nature of expense): \_\_\_\_\_

Memo line note: \_\_\_\_\_ Total purchase: \$ \_\_\_\_\_

Approvals: 1) \_\_\_\_\_ 2) \_\_\_\_\_

(Signatures – from authorized list below ONLY.)

**(YOU CANNOT APPROVE REIMBURSEMENT EXPENSES FOR YOURSELF – please see the category approver or Danny Williams)**

**(Second signature required if requesting reimbursement for yourself. Also, any expenditure over \$500 from any category must have the additional approval signature of Danny Williams)**

**PICK ONE**

**A manual check has already been written (receipt attached)**

Payee: \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check number: \_\_\_\_\_

**A check needs to be written to:** \_\_\_\_\_

Payee address: \_\_\_\_\_

**A check needs to be reimbursed to (receipt attached):** \_\_\_\_\_

Payee address: \_\_\_\_\_

**A church credit card charge has already been made (receipt attached)**

Date of CC charge: \_\_\_\_\_ Credit Card Used: \_\_\_\_\_

**Note:** Purchase must still be approved and signed by the appropriate person from the list below.

For the Office: **Date Entered:** \_\_\_\_\_ **Date Mailed/Delivered:** \_\_\_\_\_

Those persons authorized to approve purchases are listed in parentheses with each sub-category. (Danny Williams can approve any category.)

**PUT A CHECK NEXT TO ONE OF THE SUB-CATEGORIES BELOW.**

**Building & Grounds** (Mike W.)

- Custodial Supplies (LaWanna M.)
- Décor (LaWanna M.)
- Insurance (LaWanna M.)
- Janitor (LaWanna M.)
- Landscaping
- Maintenance
- Mortgage Payment (Danny W.)
- Mowing (LaWanna M.)
- New Equipment
- Phone Maintenance
- Portable Building
- Utilities (LaWanna M.)
  - Communications, phone
  - Propane
  - Electric
  - Trash
  - Water

**Communication & Special Events** (Sheila H.)

- Special Events
- Printing/Promotional
- Advertising
- New Mover Prog.
- Communications
- Bulletin Board

**Church Ministries** (Blair A.)

- AWANA (Awana Commander)
- C.A.R.E. Team (Theresa B.)
- Elder Ministry (Kent W.)
- Empty Nesters
- Flowers, Hospitality (Pastors)
- GraceLand (Laurie M.)
- GBF (Steve H., Pastors)
- Library (Jan Roesch)
- Little Blessings (Bonnie P.)
- Life Groups (Dick E., Joel W.)
- Men's Ministry (Mark M., Joel H., John B.)
- Prayer Team (Bob/Pat H.)
- Summer Outreach (Summer Director)
- Women's Ministry (Christy A.)
- Youth Ministry (Wes T.)

**Missions** (Joel W.)

- Evangelism & Outreach (Larry M.)
- Missions Scholarship Fund (Larry M.)
- Short Term Projects (Larry M.)

**Office Expenses** (Blair A.)

- Advertising (Sheila H.)
- Bookkeeping (Jeff D.)
- Equip. Maint./Lease (LaWanna M.)
- Fees (LaWanna M.)
- New Office Equipment (LaWanna M.)
- Paper & Supplies (LaWanna M.)
- Postage (LaWanna M.)
- Printing (LaWanna M.)

**Worship & Music** (Joel W.)

- Drama (Theresa B.)
- Décor (Theresa B.)
- Maintenance (Eric T., Theresa B.)
- New Equipment (Eric T., Theresa B.)
- Teambuilding/Celebrations (Theresa B.)
- Training (Theresa B.)
- Worship Music (Eric T.)

**Special Funds**

- Benevolence (Pastors)
- Capital Fund (Blair A.)
- Memorials (Joel W.)
- Medical Expenses – pastor only
- Ministerial Expenses – pastors only

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**GEM Express** (Diana Abbott)

- Administration: Fees
- Administration: Salaries
- Administration: Staff-Conf & Training
- Workman's Comp Liability Insurance
- Team Building/Ministry
- Health Benefit
- Advertising
- Classroom: Curriculum
- Classroom: Equip. & Furnishings
- Classroom: Supplies
- Classroom: Teaching Resources
- Staff Conf/Training
- Staff Tuition Discounts
- Scholarships
- Indoor/Outdoor Play Equipment
- M.M.A.T.S Expense
- Office: Furnishings & Equipment
- Office: Postage & Mailings
- Office: Supplies
- Special Events: Other
- Special Events: Graduation
- Summer Program Expense

To P&P: \_\_\_\_\_