

CHECK REQUEST / REIMBURSEMENT FORM



Payable to: _____
 (if new, provide contact information for bookkeeper)

Request Date: _____

Date of Transaction	Description of Purchase or Name of Store/Vendor	GL Code (see page 2)	Amount of Receipt
TOTAL			

Requested by: _____

Authorized by: _____

GL CODE	ACCOUNT DESCRIPTION
3415.41	Council Discretionary Fund
3415.40	Pastors' Discretionary Fund
3300	Memorial Funds
3420.70	Advent Breakfast
3420.57	Anniversary Celebration
3420.77	AV Music Ministry Fund
3430.92	Holidays & Special Events-Flowers/Decorations
3420.53	Men's Ministries - General
3430.90	WLLC Quilters
3420.52	Women's Ministries - General
3420.05	Youth Fund
3420.10	Youth Gatherings
6277	Hospitality (Coffee House)
6870	Office Supplies

Please note this is not a complete list of codes. If you are unsure where to code your expense, leave blank.