



# Leesburg Presbyterian Church

## Reimbursement Form

Pay to: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Address if to be mailed: \_\_\_\_\_

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

Check needed by (if applicable): \_\_\_\_\_

Place in the folder of: \_\_\_\_\_

Acct. #	Administration	Amount
201-5310	Administrative Supplies	_____
201-5315	Postage	_____
<b>Christian Education</b>		
301-5200	Adult Ministry	_____
301-5500	Curriculum Materials	_____
301-5510	Classroom Supplies	_____
301-5520	Vacation Bible School Expenses	_____
301-5530	Resources / Bibles	_____
301-5720	Children's Ministry	_____
102-5300	Child Care Staff	_____
350-5700	Youth Ministry	_____
350-5760	Youth Mission Trip	_____
<b>Deacons</b>		
701-6301	Easter \ Christmas	_____
701-6302	MANNA Dinners	_____
701-6305	Church Picnic \ Fall Festival	_____
701-6315	Miscellaneous Expenses	_____
701-6350	Fellowship & Kitchen Supplies	_____
<b>Evangelism &amp; Membership</b>		
501-6000	New Members	_____
501-6005	Current Members	_____
501-6012	Visitor Relations	_____
501-6013	Postcards & Mailings	_____
501-6020	Leadership Training \ Conferences	_____
501-6042	Directory \ Leadership Photos	_____
501-6085	Social Events	_____
501-6096	High School & College Grads	_____

Acct. #	Mission & Witness	Amount
601-6100	Mission Giving-United	_____
601-6105	National Mission	_____
601-6110	Local Mission	_____
601-6120	International Support	_____
601-6125	Benevolence Outreach	_____
<b>Pastoral</b>		
101-5006	Continuing Education/Professional	_____
102-5131	DCE - Professional Expenses	_____
102-5215	Choir Director Professional Exp.	_____
102-5225	Miscellaneous Personnel	_____
<b>Property</b>		
250-5430	Maintenance and Service Contracts	_____
250-5440	Custodian Supplies	_____
250-5450	Equipment and Capital Purchases	_____
<b>Worship</b>		
401-5800	Choral Music	_____
401-5810	New Equip. & Children's Music	_____
401-5900	Pulpit Supply	_____
401-5915	Vestment Care/Cleaning	_____
401-5920	Resources & Supplies	_____
401-5930	Sanctuary Flowers	_____
<b>Wedding</b>		
901-1000	Wedding Expenses	_____
<b>Session</b>		
801-6000	Miscellaneous Business	_____

Note: Please staple receipt(s) to the BACK of the reimbursement form. Committee chairs should not sign off on reimbursements to themselves. Please have the Finance Committee chair or pastor sign off on these expenses. If you have any questions, please contact Julie Koochagian at [jkoochagian@lpcva.org](mailto:jkoochagian@lpcva.org). Thank You!

Explanation of Items: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chair Approval Signature

\_\_\_\_\_  
Date