



Leesburg Presbyterian Church

Reimbursement Form

Pay to: _____

Date _____

Amount: _____

Address if want mailed: _____

Requested by (Name) _____

Check needed by (Date) _____

Place in folder of: _____

	Administration	Amount
201-5310	Supplies	_____
201-5315	Postage	_____

	Christian Education	Amount
301-5500	Curriculum Materials	_____
301-5510	Classroom Supplies	_____
301-5520	Vacation Bible School	_____
301-5530	Bibles	_____
301-5540	Church Mission Project	_____
301-6401	Child Care Supplies	_____

	Youth	Amount
350-5700	High School	_____
350-5720	Middle School	_____
350-5760	Mission Trip	_____
350-5770	LoCo Coffee House	_____

	Mission & Witness	Amount
601-6100	United Mission	_____
601-6105	National Mission	_____
601-6110	Local Mission	_____
601-6120	International Support	_____
601-6125	Benevolence Outreach	_____

	Session	Amount
801-6000	Business	_____

	Deacons	Amount
701-6301	Easter / Christmas	_____
701-6302	MANNA Dinner	_____
701-6305	Picnic / Fall Festival	_____
701-6315	Miscellaneous	_____
701-6350	Kitchen Supplies	_____
701-5610	MA! Expenses	_____

	E & M	Amount
501-6000	New Members	_____
501-6005	Current Members	_____
501-6012	Visitor Relations	_____
501-6013	Postcards & Mailings	_____
501-6014	Website	_____
501-6020	Leadership Training	_____
501-6030	Classes	_____
501-6042	Photo Directory \ Leadership	_____
501-6085	Social Events	_____
501-6096	High School \ College Grads	_____

	Pastoral	Amount
101-5004	Travel	_____
101-5006	Continuing Ed. / Books	_____

	Worship	Amount
401-5800	Choral Music	_____
401-5810	New Eqpt & Child. Music	_____
401-5900	Pulpit Supply	_____
401-5915	Vestment Cleaning	_____
401-5920	Resources & Supplies	_____
401-5930	Sanctuary Flowers	_____

	Property	Amount
250-5430	Maint & Service	_____
250-5440	Custodial Supplies	_____
250-5450	Equipment & Capital	_____

	Accounting Only	Amount
_____		_____

Note: Please **staple** receipt(s) to the **BACK** of 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 Gross at jgross@lpcva.org.

Explanation of Items _____

 Committee Chair Approval Signature

 Date

 Committee Chair Approval Signature

 Date