

EFC Irvine Reimbursement Form

- 1) Please staple receipt(s) to the form; acquire approval signature from the Elder/Deacon/Pastor in charge of the ministry
- 2) Please review form carefully and make sure appropriate account number is used with Approval Signature.
- 3) Please use separate forms if your expense is under more than one account number.
- 4) Please put the completed form into the mailbox of the Elder currently in charge of church accounting

106 Pastoral Staff Books & Conferences 110 Office Supplies 140 Equipment & IT 200 Sunday Flowers 201 Communion (all) 205 Taiwanese Service 210 Mandarin Service 220 English Service 225 1.5Gen Service/Prayer 230 Children Service 240 Taiwanese Choir 280 Worship Team (all) 283 1.5G worship team Christian Education 310 Taiwanese 320 Mandarin 330 English 340 1.5G 380 Retreat & Workshop	400 Finance 410 Accounting 430 A/V-Armstrong Bldg 440 A/V-Reynolds Bldg 480 Ceremony Coordinator 500 Building Management 501 Kitchen & Bathroom 520 Armstrong-Maint 530 Building Renovation 540 Reynolds-Maint 550 Lunch Service 601-689 Use Mission Reimb Form 700 Children Sunday School 710 Nursery 720 Early Childhood 730 Elementary 740 Children Choir 760 CM Training	800 EM Youth 807 EM College 810 EM Family 815 EM Special Events 817 EM Discipleship 820 1.5G High School 825 1.5G College 830 1.5G Young Professionals 832 1.5G Young couples 835 Mandarin Small Groups 837 TW Caring District 840 Priscilla Fellowship 843 Small Groups Ministry 845 Women's fellowship 850 長春團契 Senior Fellowship 855 雅歌 Songs of Solomon Couples Fellowship 860 Pastoral Caring 900 Love Caring 905 Celebration / Events 930 Special Ministry Outreach 969 長春大學 ESU
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Account Number _____ # _____

	Expense Amount
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
5	\$ _____

Total Amount \$ _____

Payee Name: _____

Payee Address or Email _____

Approval Name: _____ Signature: _____

Date _____

Check Number _____ **Paid Date:** _____