



**REIMBURSEMENT FORM (OR TAX WRITE-OFF REQUEST)
OR ITEMS CHARGED OR BILLED TO PALESTINE THAT
NEED PAID OR ACCOUNTED FOR**

Fill out the form in its entirety. Attach receipts or bills (if applicable). Mark the budget category on the back. Give to the group chair for approval.

Date _____

Submitted by _____

Phone _____

Email _____

Send Check or Tax Statement
(circle one) to: _____

Address _____

City/State/Zip _____

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____

Total		\$
Signature of Person requesting reimbursement:	Date	
Chair Name and Signature (if required)	Date	

Treasurer Use Only		
Check Number _____	Amount _____	Date _____
Budget Category _____		

Mark budget category on back

CHECK WHICH ACCT	ACCCOUNT	SUB-ACCOUNT	BUDGET	AMOUNT REQUESTED
	LEARNING	Sunday School Curriculum/Supplies	\$1,000.00	
	LEARNING	Vacation Bible School	\$2,000.00	
	LEARNING	Library Materials	\$125.00	
	LEARNING	Church Publications	\$120.00	
	LEARNING	Educational Materials	\$1,500.00	
	LEARNING	New Member Materials	\$50.00	
	PROPERTY	Electrical/Natural Gas	\$15,000.00	
	PROPERTY	Exterior Light	\$175.00	
	PROPERTY	Telephone	\$1,000.00	
	PROPERTY	Rural Water	\$1,400.00	
	PROPERTY	Pest Control	\$500.00	
	PROPERTY	Church Maintenance and Repair	\$9,500.00	
	PROPERTY	Parsonage Utilities and Repair	\$1,000.00	
	PROPERTY	Janitorial Service	\$9,500.00	
	PROPERTY	Landscaping Expense	\$2,000.00	
	PROPERTY	Piano Tuning	\$750.00	
	PROPERTY	Insurance	\$14,000.00	
	PROPERTY	Garbage Removal	\$400.00	
	PROPERTY	Media Support	\$2,500.00	
	CHURCH OFFICE/SUPPLIES	Office Supplies	\$1,500.00	
	CHURCH OFFICE/SUPPLIES	Copier maintenance, supplies, usage	\$7,000.00	
	CHURCH OFFICE/SUPPLIES	Computer Supplies	\$100.00	
	CHURCH OFFICE/SUPPLIES	Web Maintenance	\$200.00	
	CHURCH OFFICE/SUPPLIES	Postage	\$1,500.00	
	CHURCH OFFICE/SUPPLIES	Miscellaneous Supplies	\$500.00	
	YOUTH	College Scholarships	\$1,000.00	
	YOUTH	Bible camp fees	\$2,000.00	
	YOUTH	Confirmation Activities	\$0.00	
	YOUTH	ROCK Group	\$0.00	
	MISCELLANEOUS	Synod Delegates	\$700.00	
	MISCELLANEOUS	Training Workshops	\$1,000.00	
	MISCELLANEOUS	Legal Fees/permits/bank charges	\$3,000.00	
	MISCELLANEOUS	Appreciation gifts	\$1,000.00	
	MISCELLANEOUS	Advertising/Pictorial Directory	\$200.00	
	MISSION OUTREACH	Benevolence (Mission Support)	\$3,500.00	
	MISSION OUTREACH	Compassion International	\$500.00	
	MISSION OUTREACH	Riverside Bible Camp	\$500.00	
	MISSION OUTREACH	Bethany manor	\$0.00	
	MISSION OUTREACH	The Madrid Home	\$150.00	
	MISSION OUTREACH	Mission Project	\$1,350.00	
	MISSION OUTREACH	Beloit/Joppa/other	\$500.00	
	WITNESS SERVICE	Fellowship	\$2,000.00	
	WORSHIP	Altar Ministry	\$1,000.00	
	WORSHIP	Milestone Ministry	\$1,000.00	
	WORSHIP	Worship Materials	\$5,000.00	