

First Parish Church in Weston, U.U.
EXPENSE REIMBURSEMENT REQUEST

PAY TO:

TOTAL AMOUNT:

\$

Should match total below

Name _____

Address _____

Prepared By: _____

Date: _____

ALLOCATION OF EXPENSE (ATTACH RECEIPTS/BILLS)
 (see reverse for account numbers)

Account #	Description/Purpose	Amount
Total Amount		\$

Match To Total Above

APPROVAL – Signature guarantees that goods/services have been received and are legitimate expenditures for The First Parish Church in Weston, U.U.

Committee Chair/Staff Member: _____

COMMENTS – _____

MINISTER

5002 Prof. expenses
5908 Discretionary expenses

DFM

5091 Prof. expenses

CHILD/YOUTH MINISTRY

COORD.

5580 Prof. development

OFFICE & ADMIN

5011 Telephone
5013 Supplies
5014 Postage
5016 Printing
5017 Computers
5018 Equipment
5019 Miscellaneous

FACILITIES – 349 BPR

5020 Grounds
5021 Building
5029 Miscellaneous
5114 Church Utilities
5116 Rel. Inst. Insurance

FACILITIES – 335 BPR

5061 BPR Utilities
5062 BPR Grounds
5069 BPR Miscellaneous

FACILITIES – 41 RIPLEY LN

5052 Ripley Grounds
5059 Ripley Miscellaneous

MARKETING

5959 Marketing Expenses

MUSIC

5502 Music Purchases
5504 Professional dues

CHURCH SCHOOL & YOUTH
MINISTRY

5560 Awards & Gifts
5561 Materials & Supplies
5565 Refreshments
5566 Curriculum
5567 Special Programs
5568 Youth Group
5573 Covenanting Class/OWL
5585 Substitute Child Care

COMMITTEES

3006 Art Gallery
3007 Sunday Flowers
3011 Bristol Lodge Suppers
3013 Memorial Garden
5510 CAMP
5530 Denominational Affairs
5540 Outreach
5597 Welcome
5598 Stewardship
5599 Library