



**EXPENSE REIMBURSEMENT/CHECK REQUEST**

Committee/Fellowship: \_\_\_\_\_

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

Submitted by: \_\_\_\_\_

Item	Date / Invoice No.	Nature of Expense	Budget Item No.	Payable to		Amount	For Finance Committee Only	
				Name	Address		Check No.**	Check Date
1								
2								
3								
4								
5								
6								
				<b>Total Amount:</b>				

\* See back for details

\*\* Include amount if different from Total

**Instruction for Approver(s):**

- \* Disbursement outside your budgetary authority requires proper approval
- \* Approver shall NOT be the check recipient
- \* Second approval required for total amount larger than \$1,000

Approved by:	Print Name:	Date:
Approved by:	Print Name:	Date:

<b>Check will be sent to recipient directly unless one of the following options is selected:</b>
<input type="checkbox"/> send check via the approver
<input type="checkbox"/> Pick up cks from Finance Office (2 weeks after submittal)
<b>Other Instructions:</b>

## BODY LIFE

### College Fellowships

CG - English  
CGCG - Mandarin  
Timothy - Cantonese

### Congregations

EKC/C - EKC Cantonese Ministry  
EKC/M - EKC Mandarin  
EKC/E - EKC English  
SEA/C - Seattle Cantonese  
SEA/M - Seattle Mandarin  
SEA/E - Seattle English

### Hospitality

H2 - Kitchen Supplies  
H4 - Lunch Fellowship Ministry  
H5 - Spec. Occa. Meals  
H6 - Leadership Meals

### Membership

MB2 - Membership Supplies  
MB4 - Pastoral Visitation  
MB6 - Welcome & Other Gifts

### Music

MS4 - Music Library & Supplies  
MS7 - Training

### Worship

W02 - Holy Communion & Supplies  
W05 - Leaders & Ushers Training  
W09 - Joint Worship

## SPIRITUAL FORMATION

### Children Family Ministry

E07 - Kid's Club Expenses  
E08 - VBS  
E09 - CM Special Events  
E10 - Nursery  
E11 - Children Sunday School  
E12 - CM Training  
E25 - Awana

### Library & Tape Ministry

E14 - Book Library  
E15 - Audio & Video Library

### Local Evangelism

L1 - Local Evangelism Support  
L2 - Evangelism Lit. & Media  
L3 - Young Adult Gospel Outreach  
L4 - Outreach Program  
L5 - Thanksgiving Outreach  
L9 - Sport Ministry

### Spiritual Growth

E13 - Seminar & Training  
E16 - NWCEC  
E19 - Leadership Training  
E22 - Devotional Material  
E23 - Pastoral Enrichment Exp  
E24 - Scholarships F/PT Seminarian

### Youth Ministry

E01 - Youth Sunday School  
E02 - YSF Retreat  
E03 - YF Camp  
E04 - Youth Ministry Spec Event  
E05 - Youth Camp  
E06 - Youth Leadership Training

## STEWARDSHIP

### Finance

F1 - Supplies  
F2 - Service Charges  
F3 - Insurance & Taxes  
F4 - Mortgage Payment  
F5 - Rent  
F6 - Audit Fees

### Maintenance

MT01 - Building Maintenance  
MT02 - General Supplies  
MT03 - Janitorial Services  
MT04 - Lawn Maintenance  
MT08 - Security & Alarm System  
MT09 - Telephone  
MT10 - Utilities  
MT11 - EKC Facility Improvement  
MT12 - Seattle Facility Improv

### Media

MD1 - Audio & Video Equipment  
MD3 - Newspaper Advertisement

### Resources

R1 - Computer & Accessories  
R2 - Transportation

### Secretarial

S2 - Church Board Expense  
S3 - Copy Machine Expense  
S5 - Office Supplies  
S6 - Operating License & Tax  
S8 - Postage & Shipping

## OTHER MINISTRIS

### Mission Ministry

Administration  
Mission Conference  
Mission Education  
America ST Mission  
Church Board ST Mission  
Mexico ST Mission  
Other ST Mission  
SE Asia ST Mission  
Taiwan ST Mission

### Retreats

Cantonese Retreat  
CG English Retreat  
English Retreat  
Men Retreat  
Summer Conference  
Women Retreat  
YAGO Retreat

**Thank you for your faithful service at ECC.**

**If you are unsure the exact code to use for your request, you may just add more details to your purchase/expense.**