

Budgeted Expense Reimbursement/Payment Request



Directions for Submitting a Request:

1. Complete all information requested (including budget category)
2. Attach or send a picture of the documentation (receipt, invoice, etc.)
3. Submit the request via email to office@shermanstreetchurch.org or put a hard copy in Ministries Coordinator Ellen Jeltema's mailbox.

Payable to:			
Address:			
City:		State:	Zip Code:
Expense Date:	Expense Amount:	Budget Category: (See back for #)	Description:
Total:			
Submitted by:		Approved by:	
Date:		Date:	

Sherman Street

Worship

- 10050 Worship Planning Pods
- 10310 Music Arts in Worship
- 10320 Visual Arts in Worship
- 10510 Projection
- 10520 Sound
- 10600 Supplies/Resources
- 10700 Conferences/Training

Prayer Ministry

- 11400 Nurturing Prayer

Adult Discipleship

- 12100 Welcome to Sherman Street Class
- 12300 Small Groups
- 12400 Adult Education
- 12500 Retreats and Workshops
- 12560 Friendship Group
- 12700 Library
- 12750 Safe Spaces
- 12800 Wed. Am Bible Study

Children and Youth Discipleship

- 13100 Praise and Play (ages 2-4)
- 13200 Children's Worship (age 4-grade 2)
- 13300 Church School (grades 3-6)
- 13400 Wednesday Night Youth Club (grades 3-6)
- 13500 SHOCKS (grades 7-8)
- 13550 SHOCKS Summer Projects
- 13600 Q&A (grades 9-12)
- 13700 High School Youth Group
- 13800 High School Summer Opportunities
- 13900 Conferences/Training
- 13901 Impact Clubs

Witness

- 14100 Mission Support Team
- 14200 Social Justice Team
- 14610 VBS
- 14621 Summer Friendship & Fun
- 14650 Food Truck
- 14700 Outreach Ministry
- 14930 Evangelistic Retreats

Fellowship

- 15100 Refreshments and Kitchen Supplies
- 15300 Nursery
- 15600 Hospitality (in-house fellowship)

Leadership

- 16100 Pulpit Supply
- 16200 Council Supplies
- 16500 Deacons Ministry Plans
- 16600 Elders Ministry Plans
- 16700 Ad Council Ministry Plans
- 16800 Mission Discovery
- 16900 Transition Team

Building and Grounds

- 17100 Maintenance and Supplies
- 17600 Grounds/Snow Removal
- 17800 Building Improvements/Repair
- 17900 Building Contingency

Administration

- 18310 Pastor Cont. Ed & Expense
- 18340 Community Connector
- 18350 Ministries Coordinator
- 18350 Dir. of Children and Youth Cont. Ed. & Expense
- 18400 Finance Committee
- 18600 Office Supplies
- 18610 Office Equipment & Software

McCarty House

- 99310 Other Expenses
McCarty House Ministry Fund