

Expense Approval/Reimbursement Request Form

Requests may be submitted electronically to: treasurer@strawbridgeumc.org

If funds are spent without prior approval, or are above the budgeted amount, reimbursement may not be made.

**** Where possible, please utilize church tax exemption form when making purchases. ****

PRIOR to Spending Funds	1. You MUST get permission from the administrator of the budget line PRIOR to spending money.			
	Date of request: (mm/dd/yyyy)			
	Amount requested: (Estimated)			
	Purpose for needed funds:			
	Requester's signature:			
Reimbursement	Administrator of budget line approval signature:		Date: (mm/dd/yyyy)	
	2. AFTER spending money, submit this form for reimbursement with receipt(s) attached.			
	Exact amount requested: (Must be less than or equal to pre-approved amount)			
Check made out to: (Enter "N/A" if paid with church credit card)				
Check sent to: (address, if necessary) (Enter "N/A" if paid with church credit card)				

Approved Budget Categories

Baltimore-Washington Conference

- 301 Baltimore-Washington Conference:Apportionment
- 303 Baltimore-Washington Conference:Annual Conference Fees
- 305 Baltimore-Washington Conference:Non-Apportioned Giving

Pastor-Staff Compensation

- 307 Pastor-Staff Compensation:Custodian Salary
- 309 Pastor-Staff Compensation:Musicians Salary
- 311 Pastor-Staff Compensation:Office Staff
- 313 Pastor-Staff Compensation:Pastor Salary
- 315 Pastor-Staff Compensation:Pastor Education
- 317 Pastor-Staff Compensation:Pastor Travel
- 319 Pastor-Staff Compensation:Pastor Health and Insurance
- 321 Pastor-Staff Compensation:Pastor Pension
- 323 Charity and Missions

Worship and Ministries

- 325 Worship and Ministries:Christian Educ
- 327 Worship and Ministries:Devotionals
- 329 Worship and Ministries:Honorariums
- 331 Worship and Ministries:Hospitality
- 333 Worship and Ministries:Worship Supplies

Church and Office

- 335 Church and Office:Audio-Video Supplies
- 337 Church and Office:Copier and Printer Supplies
- 339 Church and Office:Misc Items
- 341 Church and Office:Office Supplies
- 343 Church and Office:Paper Goods and Disposables
- 345 Church and Office:Postage and PO Box
- 347 Church and Office:Water (drinking)
- 349 Church and Office:Website Fees and Charges

Maintenance and Utilities

- 351 Maintenance and Utilities:Electric
- 353 Maintenance and Utilities:Exterminator
- 355 Maintenance and Utilities:Fire Extinguishers
- 357 Maintenance and Utilities:Fuel - gas
- 359 Maintenance and Utilities:Fuel - Oil

- 361 Maintenance and Utilities:Insurance
- 363 Maintenance and Utilities:Maintenance
- 365 Maintenance and Utilities:Snow Removal
- 367 Maintenance and Utilities:Phone & Internet
- 369 Maintenance and Utilities:Trash Removal
- 371 Training and Leadership
- 373 Vehicle Leasing

Youth and Age-Related Programs

Unbudgeted Expenses

- 501 Unbudgeted Expenses:Auxilliary Groups
- 503 Unbudgeted Expenses:Bank Fees/Adj - Debit
- 505 Unbudgeted Expenses:Cemetery Upkeep
- 507 Unbudgeted Expenses:Conference Lodging and Meals
- 509 Unbudgeted Expenses:Equipment Purchases
- 511 Unbudgeted Expenses:Furniture and Tapestries
- 513 Unbudgeted Expenses:Gifts and Scholarships
- 515 Unbudgeted Expenses:Legal Fees and Charges
- 519 Unbudgeted Expenses:Merchant Fee
- 521 Unbudgeted Expenses:Special Program Expenses
- 525 Unbudgeted Expenses:Imagine-No-Malaria
- 531 Unbudgeted Expenses:Building Expansion
- 533 Unbudgeted Expenses:Capital Expenses
- 535 Unbudgeted Expenses:Mission Expenses
- 537 Unbudgeted Expenses:Colorfest Expenses
- 541 Unbudgeted Expenses:Fund-Raising-Expenses
- 545 Unbudgeted Expenses:Pass-Thru-Expenses
- 551 Unbudgeted Expenses:Program Meal - petty cash
- 553 Unbudgeted Expenses:Program Supply - petty cash
- 555 Unbudgeted Expenses:Youth Expenses
- 599 Unbudgeted Expenses:xTransfer-to-Savings