

NORTH TEXAS CHINESE CHURCH EXPENSE REIMBURSEMENT FORM

Requested by _____ Date _____

Approved by _____ Date _____

Disbursed by _____ Date _____

Instructions:

1. For any single item that costs \$200 or more, or any group purchase that costs \$250 or more, pre-approval is required from the deacon in charge.
2. Please use the codes listed below to itemize various items.
3. Please attach receipts if total cost is \$25 or more.

Date	Code	Description of item(s)	Amount
		Total	

100 Children Ministry

- 110 Material/Supplies
- 120 Teacher Training
- 130 Gifts
- 140 Special Events

300 CFL/CCF/Denton

- 310 Material/Supplies
- 320 Special Events
- 330 Food/Drink
- 340 Outside Speaker

500 Mission

- 510 Mission Conference
- 520 Mission Trip

200 Youth Ministry

- 210 Material/Supplies
- 220 Teacher Training
- 230 Gifts
- 240 Special Events

400 General & Administrative

- 410 Baptismal Gifts
- 420 Building Repair & Maintenance
- 430 Computer Expenses
- 440 Office Supplies
- 450 Printing & Publication
- 460 Sunday Lunch
- 470 Land Maintenance
- 480 Library
- 490 Others (please specify)

Thanks for your faithful service and caring for God's resources