

**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.

<u>Date</u>	<u>Ministry Codes</u>	<u>Expense Codes</u>	<u>Description of item(s)</u>	<u>Amount</u>
			Total	

Ministry codes

A	Administrative	G	General Manager
B	Building/Land	L	CFL
C	Children Ministry	M	Missions
F	CCF	Y	Youth

Expense Codes

120	Advertisement	330	Lodging
130	Auto operating expenses	340	Meal expense in church
140	Baptismal gifts	350	Meal expense in restaurant
150	Communication expenses	360	Mileage
160	Consultant fees	400	Office supplies
170	Furniture	420	Postage, shipping expense
200	Games/toys	430	Printing expense
210	Gifts, gratuities	440	Rental fees
220	Groceries	500	Software
230	Hardware	510	Special conference
240	Insurance	520	Teacher Training
250	Janitorial supplies	530	Teaching material
300	Labor	540	Technology equipment
310	Lawyer fees	550	Transportation expense
320	Licensing fees		

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