# Coppell Bible

## CHECK REQUEST

*To be used for reimbursement of church ministry expenses incurred.*

**Date of Request:** ____________________ **Requested By:** ____________________

**Print Name**

*SIGNATURE OF REQUESTOR: ***REQUIRED**** ____________________

**Payable To:**
**Address:** ______________________________________________

______________________________________________

**PHONE**

***Instructions:***

***REQUESTS FOR REIMBURSEMENT MUST BE FILLED OUT COMPLETELY & SUBMITTED WITHIN 30 DAYS OF EXPENDITURE.*** ****NOTE: SALES TAX IS NOT REIMBURSED. PLEASE TAKE A SALES TAX EXEMPTION FORM (located underneath this CHECK REQUEST FORM)***

1. **Number each receipt** to correlate with line expense & "Receipt #".
2. **List** EACH receipt separately.
3. Enter the Amount(s) for each line item ***EXCLUDING TAX.**** **TOTAL CHECK AMOUNT** should ***exclude*** tax.
4. Enter Event Name and Description of event for which reimbursement applies. ***Meal reimbursements must identify the parties in attendance and purpose of meeting.***
5. **TAPE** original receipts to sheet of paper & **PAPERCLIP** to form. Please be sure to tape receipts flat & securely with TOTALS visible. Use as many sheets of paper as necessary.
6. Please sign & obtain all appropriate approvals (see below).
7. Place completed/approved form with receipts in **TRISH WALL'S MAILBOX** located in Staff Offices.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT TRISH @ 972-304-8195**

*****Note: Payment will not be made without receipt(s) attached AS DESCRIBED & ALL APPROVAL SIGNATURES.*****

*******NO STAPLES*******

******MINISTRY LEADER RESPONSIBLE FOR DEPT. CODE & MINISTRY EXPENSE CATEGORY******

| Dept. Code | Ministry+ Expense | Event Name/Description | Receipt # | Amount |
|---|---|---|---|---|
| *310* | 560215 | *Children's Ministry curriculum for Sunday school* | *1* | *$95.00* |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | ***TOTAL CHECK AMOUNT*** | **$** | **$0.00** |

**APPROVAL SIGNATURE(S) & DATE APPROVED - REQUIRED FOR PAYMENT:**

**MINISTRY LEADER APPROVAL (All general requests)** ____________________ **Date:** ____________

***(When requesting self reimbursement or family member, another Leader must approve)***

**ELDER APPROVAL (Ministry Leader and Staff requests)** ____________________ **Date:** ____________

**Please select the DEPARTMENT CODE, the Ministry Code AND the Expense Category Code associated with your check request and enter the combined 6 digit number on the front of this form.**

| Department Code | Ministry Code | |
|---|---|---|
| 305 | 5601 | **Music Ministry** |
| 310 | 5602 | **Children's Ministry** |
| 315 | 5603 | **AWANA** |
| 320 | 5604 | **VBS** |
| 325 | 5605 | **Student Ministry** |
| 310 | 5606 | **Family Ministry** |
| 335 | 5607 | **Women's Ministry** |
| 340 | 5608 | **Men's Ministry** |
| 355 | 5611 | **Amazon Mission Trip** |
| 362 | 5613 | **Prayer Ministry** |
| 365 | 5614 | **Cross-Cultural Ministry** |
| 370 | 5615 | **Equipping Ministries** |
| 372 | 5616 | **Connections** |
| 386 | 5625 | **Starting Point Classes** |
| 389 | 5626 | **Life Groups (Leadership)** |
| 392 | 5627 | **Senior Pastor Operating** |
| 394 | 5628 | **College/Career Ministry** |
| 398 | 5602 | **Camp in the City** |

| Expense Category Code | |
|---|---|
| 11 | Advertising |
| 15 | Books & Resources |
| 21 | Furnishings & Equipment |
| 22 | Meals |
| 25 | Staff/Volunteer Development |
| 30 | Entertainment & Gifts |
| 35 | Supplies |
| 40 | Printing |
| 45 | Retreats |
| 50 | Scholarships |
| 55 | Honorariums |
| 60 | Special Events |

| Administration | | |
|---|---|---|
| 415 | 590050 | **Background Checks** |
| 410 | 580210 | **Kitchen/Bathroom Supplies** |
| 415 | 591222 | **Meetings** |
| 415 | 591300 | **Office Supplies (Staff)** |
| 415 | 591500 | **Postage** |
| 396 | 561900 | **Coffee Bar Supplies** |
| 378 | 561850 | **Bereavement** |
| 375 | 561800 | **Benevolence** |

| Missions (Designated) | | |
|---|---|---|
| 811 | 800100 | **Amazon** |
| 817 | 800100 | **Belize** |
| 818 | 800100 | **Taiwan** |