

# Emmanuel Baptist Church Expense Reimbursement Form

## ■ Please complete in Full and Sign

Make Cheque payable to: \_\_\_\_\_

In the Total Amount of: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Phone(home/work/cell): \_\_\_\_\_

The budget this expense should be applied to:

### Building

- |  |  |
|--|--|
| <input type="checkbox"/> Building Fund       | <input type="checkbox"/> Church Office           |
| <input type="checkbox"/> Cleaning            | <input type="checkbox"/> Cleaning Supplies       |
| <input type="checkbox"/> Kitchen             | <input type="checkbox"/> Kitchen Reno            |
| <input type="checkbox"/> Library             | <input type="checkbox"/> Maintenance             |
| <input type="checkbox"/> Office Supplies     | <input type="checkbox"/> Gardens, lawn & Parking |
| <input type="checkbox"/> Church Improvements |  |

### Church Ministry

- ☐ Advertising

### Congregational Care

- |  |  |
|--|--|
| <input type="checkbox"/> Flowers & Cards   | <input type="checkbox"/> Men's Group     |
| <input type="checkbox"/> Seniors           | <input type="checkbox"/> Middler's Group |
| <input type="checkbox"/> Ladies Fellowship | <input type="checkbox"/> Shut-ins        |
| <input type="checkbox"/> Visitors          |  |

### Discipleship Ministry

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Club 252            | <input type="checkbox"/> Nursery     |
| <input type="checkbox"/> Small Groups        | <input type="checkbox"/> Youth Group |
| <input type="checkbox"/> Family and Marriage |                                      |

### Ministry & Missions

- |  |  |
|--|--|
| <input type="checkbox"/> Moving Ministry | <input type="checkbox"/> Benevolent Fund |
| <input type="checkbox"/> Meals Ministry  |  |

### Prayer & Worship

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Audio/Video | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Music Teams |   |

Miscellaneous – Please detail

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I declare these are expenses I incurred on behalf of Emmanuel Baptist Church, please credit my budget account as specified and provide me reimbursement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Emmanuel Baptist Church

2 Corey St., Bloomfield, Ont., K0K 2G0  
613.393.2234 [www.emmanuellife.com](http://www.emmanuellife.com)