



CHECK REQUEST/EXPENSE REIMBURSEMENT FORM

Submitted by Name _____ **Email** _____ **Phone** _____ **Date** _____

Committee/Fellowship/Ministry _____ **Notes** _____

Important Instructions:

1. Expense reimbursement requests with receipts must be submitted to Changtao@eccseattle.org **within 60 days** of incurred expense.
2. Disbursement outside the budgetary authority requires proper approval (attach approval documentation with form).

For Finance Committee Only

Item	Date/ Invoice No.	Nature of Expense	Budget Item No. *	Payable Name	Payable Address	Amount	Check No. **	Check Date
1								
2								
3								
4								
5								
6								
Total Amount								

Instructions for Approver(s):

- Approver shall verify accuracy of receipts and the total requested amount.
- First approver shall be the deacon responsible for the budget item, and the approver shall not be related to the check recipient.

***See back for
details**

**** Include amount if different
from Total**

Approved by: (Note: two signatures are required for total amount larger than \$2,000)

Print Name _____ Church Position _____

Signature _____ Date _____

Print Name _____ Church Position _____

Signature _____ Date _____

Checks will be sent to recipient directly unless one of the following options is selected:

- Send check via the approver
- Pick up check from Finance Office
(allow two weeks after submittal)

Other Instructions:

BODY LIFE

College Fellowships

CG - SEA English
GP - SEA Mandarin
H2O - EDS Mandarin
Timothy - SEA Cantonese

Discretionary G. Funds

D02 - Elder Board Discretionary F.
D03 - Church Board Discretionary F.
D04 - Pastoral Staff Discretionary F.

ECC Congregations

EDS/E - Edmonds English
EDS/M - Edmonds Mandarin
RED/C - Redmond Cantonese
RED/E - Redmond English
RED/M - Redmond Mandarin
SEA/C - Seattle Cantonese
SEA/E - Seattle English
SEA/M - Seattle Mandarin

Hospitality

H02 - Kitchen Supplies
H04 - Lunch Fellowship Ministry
H05 - Spec. Occa. Meals
H06 - Leadership Meals

Membership

MB02 - Membership Supplies
MB04 - Pastoral Visitations
MB06 - Welcome & Other Gifts

Music

MS01 - Choir Robes
MS04 - Music Instruments & Supplies
MS07 - Trainings

Worship

W02 - Holy Communion & Supplies
W05 - Leader & Usher Trainings
W09 - Joint Worship

SPIRITUAL FORMATION

Children Ministries

E07 - Kidz Club
E08 - VBS
E09 - CM Special Events
E10 - Nursery
E11 - Children Sunday School
E12 - CM Training
E25 - Awana
E35 - Discretionary Funds

Gospel Book Ministry

E14 - Book Library

Spiritual Growth

E13 - Seminar & Trainings
E16 - NWCEC
E19 - Leadership Trainings
E22 - Devotional Materials
E23 - Pastoral Enrichments
E24 - Scholarships F/PT Seminarian

Youth Ministries

E01 - Youth Sunday School
E02 - YSF Retreat
E03 - YF Camp
E04 - Youth Special Events
E05 - Youth Camp
E06 - Youth Leadership Enrichments
E26 - Discretionary Funds

Local Evangelism

L01 - Local Evangelism Support
L02 - Evangelism Lit. & Media
L03 - Young Adult Gospel Outreach
L04 - Outreach Program
L05 - Thanksgiving Outreach
L06 - L.I.F.E
L09 - Sport Ministry
L10 - Stephen/Life Care Ministry
L11 - Kindred Project

STEWARDSHIP

Finance

F01 - Supplies
F02 - Service Charges
F03 - Insurance & Taxes
F06 - Professional Services
F09 - Credit/Debit Pro. Fee
F10 - Cr./Dr. ACH Trans. Fee
F11 - Merchant Fee
F12 - Business Income Taxes

Maintenance

MT01 - Building Maintenance
MT02 - General Supplies
MT03 - Janitorial Service
MT04 - Lawn Maintenance
MT08 - Security & Alarm System
MT12 - SEA Facility Maintenance
MT14 - RED Facility Maintenance
MT16 - Bethel House
MT18 - Maintenance Equipment
MT19 - EDS Facility Maintenance
MT20 - Bethel House Facility Maint.

Media

MD01 - Audio & Video Equipment
MD03 - Newspaper Advertisement

Resources

R01 - Computer & Accessories
R02 - Transportation
R03 - Office Furniture

Secretarial

S02 - Church Board
S03 - Copy Machine
S05 - Office Supplies & Software
S06 - Operating License & Taxes
S08 - Postage & Shipping
S09 - Office Discretionary Exp.
S10 - Campus Security Guards

OTHER MINISTRIES

Missions

Administration/Hospitality
American - Interchurches
ECC Pastoral ST Missions
LT Missionary Support
Mexico ST Missions
Missions Project
Missions Discretionary
Missions Education
Missions Conference
MT/LT Development
ST Missions Exploratory
Taiwan ST Mission
Thailand ST Mission
Visitation & Caring Missionaries

Retreats

Cantonese Conference
CG English Retreat
English Summer Conference
Green Pasture Retreat
Mandarin Summer Conference
Men's Retreat
Singles Retreat
Timothy Retreat
Women's Retreat

Capital Improvements

Edmonds Capital Improvements
Redmond Capital Improvements
Seattle Capital Improvements

Thank you for your faithful service at the ECC of Seattle. If you are unsure of the exact code to use for your request, you may leave the budget-item number blank and fill in more details about your purchase/expense.