

# Live Oak Unitarian Universalist Church

## 2007 Reimbursement Form

Amount	Category	Purpose
	<b>PROGRAMMING</b>	
_____	Music Supplies	_____
_____	Honoraum	_____
_____	Retreats	_____
_____	Jazz Concerts	_____
_____	Worship Supplies	_____
	<b>RELIGIOUS EDUCATION</b>	
_____	FRED	_____
_____	OWL	_____
_____	RE Supplies	_____
_____	Curricula	_____
_____	Conferences/Training	_____
	<b>BUILDING (Church facilities)</b>	
_____	Aesthetics	_____
_____	Building & Lawn Supplies	_____
_____	General Repairs	_____
_____	Hospitality Supplies	_____
_____	Lawn Care	_____
_____	Office Supplies	_____
	<b>OTHER</b>	
_____	Newsletter	_____
_____	Membership Expenses	_____
_____	Stewardship Committee	_____
_____	Community Outreach	_____
_____	Welcoming Congregation	_____
_____	Vision Café	_____
_____	Leadership Training	_____
_____	Fellowship Events	_____
	<b>FINANCE</b>	
_____	Contingency Expenses	_____
_____	Finance Expense	_____
_____	Capital Replacement	_____
_____	Capital Spending	_____
_____	Coming of Age	_____
_____	Grand Piano	_____
_____	Labyrinth	_____
_____	Library Fund	_____
_____	Middle School Youth Group	_____
_____	Minister's Discretionary	_____
_____	<b>OTHER</b>	_____
_____	Sr. High	_____
_____	Theater Group	_____
_____	<b>Total Reimbursed</b>	_____

Name & Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Debit Card?    **YES**    **NO**

**Instructions:** Please staple receipts and list total expenses by category above. Since Live Oak is a tax exempt organization, **we cannot reimburse you for sales tax.** Most local businesses have our church on-file as a tax exempt organization and you can ask the retailer to look it up. Otherwise, please obtain a tax exempt form (in room 103) and/or bring a copy of the *Texas Sales and Use Tax Exemption Certification* form when making purchases. **Correctly filled in reimbursements may require up to 2 weeks.** Please make sure you have approvals from the appropriate committee chair or fund account manager. Thank you.