

**Live Oak Unitarian Universalist Church**

**2023 Reimbursement Form**

**Circle if applicable: DONATION**

<b>Amount</b>	<b>Category</b>	<b>Description</b>
	<b>Building</b>	
	Advertising/Marketing (Jennifer Hale)	
	Facilities Large Projects (Mike Schultz)	
	General Supplies & Repairs (Mike Schultz)	
	Hospitality Supplies (Sue Buckley)	
	Office Supplies (Diane Stepakof-Fay)	
	<b>Congregational Life</b>	
	<b>Community Ministries</b> (ABE/FFFA/DEI etc)	
	ESL Program (Mary Hengstebeck)	
	Library	
	Membership Expenses (Nancy Sheehy)	
	Pastoral Care (Michele O'Donnell)	
	Scholarships and Training (Executive Team)	
	<b>Programming</b>	
	Music Supplies (Curtis White)	
	Worship Supplies (Rev. Joanna Crawford)	
	<b>Religious Education</b>	
	RE Curriculum (Chris Jarman)	
	RE Supplies (Chris Jarman)	
	<b>Miscellaneous</b>	
	Minister's Discretionary (Rev. Joanna Crawford)	
	Sr. High Youth Group (Chris Jarman)	
	Stewardship Committee (Joel Bercu)	
	<b>OTHER</b> (please state budget line)	
<b>\$</b>	<b>Total Reimbursed</b>	

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Church Credit Card**

**Signature of Budget Line Owner:** \_\_\_\_\_

**Instructions:** Please staple receipts, list total expenses by category, and obtain the signature of the budget line owner. If you choose "Other," please state which budget line this refers to and obtain the signature of the budget line owner or the reimbursement will be returned to you for insufficient information.

We cannot reimburse for sales tax because Live Oak is a tax exempt organization.

Check with the business to see if we're on file as tax exempt or take a signed tax exempt form.