

MLC REQUEST FOR REIMBURSEMENT

or Designation as Member Gift

This is a request for (check one of the following):

- PAYMENT TO VENDOR...place in Treasurer's folder
- PERSONAL REIMBURSEMENT...place in Treasurer's folder
- GIFT** to be credited to my offering statement...place in **Financial Secretary's folder**

Attach Invoice (original or copy) to this form.

Date Invoice Due: _____ Date request submitted: _____

Amount: \$ _____

Name of Payee: _____

Address of Payee _____

Purpose of purchase: _____

Account to be charged (Account List and Description on back) _____

Authorizing Signature: _____

*****For Treasurer or Financial Secretary Use*****

Check Number: _____ Date: _____

Memo: _____

Acc #	Name	Acc #	Name	Acc #	Name
Ed & Youth – Janell Zesinger		Building – Pete Woods		Outreach – John Shriver/Claire Strand	
50611	Confirmation	50637/51018	Church and Parsonage Maintenance/DE	50515	Global Missions
50612/50979	Sunday School/DE	50636	Supplies-Building & Cleaning	50641	Advertising and Misc
50981	Adult SS Materials	50639/50955	Grounds & Landscaping/DE	50642	Brochures and Literature
50618/50906	Tweens/DE	50514/51017	HVAC & Reserve/DE	50644	Membership
50615/50924	Junior Youth/DE	50945	Columbarium DE	50645	Greeting Card Ministry
50616/50923	Senior Youth/DE	51051	Facility Appearance DE	50646/50982	Stephens Ministry/DE
50617/50922	Natl Youth Gathering/DE			50648/50907	Missionary Support/DE
51049	Sr. Youth Mission Trip DE	Fellowship - Cheryl Rydbom		50671/51022	Assistance Fund
50613/50954	Vacation Bible School/DE	50622/50911	Fellowship Expenses/DE	50913	Lent DE
51004	Nursery Attendant DE	50621	Kitchen Supplies	50914	Advent DE
		50917	Wed Nite Café DE	50936	Souper Bowl DE
Altar Guild – Jutta DeMarsh		51034	Funeral Receptions DE	50937	Lutheran World Relief DE
50951	Altar Guild DE	51036	Messiah Mugs DE	50939	World Vision DE
50654	Altar Supplies	51051	Y'ALLS Young Adult DE	50941	Habitat for Humanity DE
				50942	SS Kids DE
Flower Guild - Mary Burke				50947	ALS DE
50916	Flowers DE	Stewardship – Heather Neely		50961	Lutheranch DE
		50650	Stewardship Expenses	50967	Taylor Made Kidz DE
Worship&Music - Terry Frakes/Lois Graff				50978	Lunches for Learning DE
50920	Dinner Theater DE	Office - Pastor/Finance/VP/Sec		50984	Outreach - Other DE
50921	Music Camp DE	50631	Insurance	50995	Downtown Rescue DE
50927	Handbells DE	50632	Office Supplies	51009	Disaster Task Force
50657/50928	Music & Choir Supplies/DE	50633	Postage	51019	Thrivent Builds El Salvador
50934	Ring & Sing DE	50505	Other Admin Expenses	51028	Turkeys for Outreach DE
50659	Organ/Piano Maintenance	50670	Computers/Software	51029	CASA Wheelchair Ramp DE
50944	Pipe Organ DE			51030	Weekend Food Program DE
50977	Dues & Confernces DE	Finance – Andrew Gipner		51031	ELCA Good Gifts DE
51026	Contemporary DE	50630	Finance	51032	Relay for Life DE
51037	Music @ Messiah DE			51039	UAH Food Pantry DE
50660	Music Honorarium DE			51040	L4L Water Project DE
				51043	L4L Benito Montoya Kitchen DE
Misc-Pastor/Finance/VP		LWR Kits - Rhonda Gaede		51055	HOPE Leadership DE
50602	Synod Conventions	50948	LWR Kits DE	51056	Interfaith Mission DE
50603	Leadership Training				
50506	Other Council Directed	On Eagles Wings - Lois Graff			
50537	Congregation Contingency	50925	On Eagles Wings DE		
50651	Peterson Ed. & Book				
50652	Pulpit Supply	Comforters - Annette Joens			
50994	Thrivent Choice DE	50926	Comforters DE		

Note: The above list of accounts may change. Please if you are unsure of the account, consult with your account manager and provide descriptive detail as to the nature of the request.