

Reimbursement Voucher

Circle the Correct Expense Category

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| Christian Education |
| AWANA Leader Appreciation |
| AWANA Meal |
| AWANA Shares & Incentives |
| AWANA Supplies & Events |
| AWANA Training |
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| Background Checks |
| Resource Center (Library) |
| Teaching Materials |
| Christmas Program |
| Teacher Appreciation |
| CEF Ministries |
| Faith Foundations |
| VBS |
| |
| Youth Ministries |
| Events |
| Game Equipment |
| Recognition |
| Snack Shack Expense |
| Teach |
| Trips |
| |
| Deacon's |
| Communion Supplies |
| Emergency Needs |
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| Elder's |
| Bibles |
| Conferences |
| Guest Speakers |
| Leadership Development |
| Marketing |
| MB Scholarship |
| Special Events |
| Life Groups (Materials) |
| Men's Retreat |
| Decorations |
| Homeschool Coop (Expense) |

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| Missions Committee |
| Missions Emphasis Events |
| Outreach/Short Term Missions |
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| Nursery |
| General Childcare |
| Nursery Supplies |
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| Women's Committee |
| Baby Baskets |
| Bible Study |
| Encouragement |
| Funeral |
| Kings & Princes Ball |
| Retreat |
| Special Events |
| |
| Stewardship |
| Equipment/New |
| Kitchen Supplies |
| Office Supplies |
| Remembrance Supplies |
| General Maintenance |
| Retaining wall |
| Grounds Maintenance |
| |
| Worship & Music Commission |
| CCLI Music Copyright License |
| Proclaim |
| Training |
| Worship Team Recognition |

Description/Purpose: _____

Pay to Info:

Name: _____

Address: _____

Email: _____
(required for ACH)

Paper Checks

For a paper check, it will take 5-7 business days for delivery. This will only be the case if the address is correct and fully provided so that the USPS can decipher the address appropriately.

Please note, due to the widely known ongoing issues with the USPS, paper checks can take longer or require being reissued due to being “lost in the mail”. As a result, ***we STRONGLY recommend ACH payments for as many vendors as possible.***

ACH Payments

For ACH payments, it will take 3 business days*, possibly 4 depending on the recipient's banking situation.