

Wellspring Reimbursement Form

Instructions for Submitter:

1. Use the Budget Codes on Page 2 of this document.
2. Spending above the pre-approved amount may or may not be reimbursed.
3. After purchase, please staple receipts to the back of this form

Date submitted _____

Budget Code	Date of Expense	Expense Description	Amount

TOTAL AMOUNT REIMBURSED:

\$ _____

Requestor Signature _____ Print Name _____ Date _____

If you would like the check to be mailed, please write the individual's or company's name and address here:

OFFICE USE ONLY:

Check Number _____ Signature _____ Date _____ Notes _____

GOSPEL LIFE

Children's Ministry

- 50101 Sunday School Classes
- 50102 Kids Camp
- 50103 Special Events and Student Care
- 50104 Volunteer & Nursery/Toddler Room
- 50105 Teacher Meetings, Training, & Care
- 50106 Volunteer Screening

Youth Ministry

- 50201 Curriculum & Teaching Aids
- 50202 Youth Activities
- 50204 aXis Lock-Ins & Camp
- 50205 Leadership Meetings, Development, Training

Adult Ministry

- 50302 Equipping Hour
- 50303 Young Adults
- 50306 Wellmoms

Family & Member Care

- 50601 Growing Family Prayer & Blessing
- 50602 Baptism
- 50603 Visitations & Counseling

GOSPEL COMMUNITY

Church Fellowship

- 51101 Fall Retreat
- 51102 Men's & Women's Retreat

Gospel Community & Discipleship Groups

- 51201 GC Group Support
- 51202 Curriculum (Right Now Media)
- 51203 GCLs/Cohort Lead Training/Resources
- 51204 Office Resource Library
- 51205 Men's Events
- 51206 Women's Events
- 51207 Newcomer Welcome

Sunday Events

- 51401 Visions Nights
- 51402 Special Sunday Worships
- 51403 Worship in the Park

Sunday Service

- 51501 Guest Speakers
- 51502 Communion
- 51503 CCLI License
- 51504 Fellowship Snacks & Supplies
- 51505 Worship A/V Equipment
- 51506 Sunday Setup & Furnishings

Coporate Worship

- 51601 Band Supplies/Equipment
- 51602 Band Meetings
- 51603 Worship Leader Development

Staff & Elder Development & Training

- 51701 Staff Care & Development
- 51702 Staff Continuing Education
- 51703 Staff & Elder Meetings
- 51704 Elder Development
- 51706 Church Partnerships & Networks

GOSPEL MISSION

Local Missions

- 52101 Local Gospel Outreach
- 52104 Benevolence Fund
- 52105 Adoption Fund

Global Missions

- 52201 Long Term Missionary Support
- 52202 Everywhere Mission
- 52203 Global Discipleship & Care Teams
- 52204 Operation Christmas Child

Church Planting

- 52301 Church Planting Fund

GOSPEL SUPPORT

Facility Lease, Rent, Maintenance

- 53102 Sunday Worship Facility Rent
- 53104 Facility Cleaning
- 53108 Ministry Facility Rental

Staff Compensation & Benefits CP

- 53201 Salary
- 53202 Housing Stipend
- 53203 Health Insurance

Staff Compensation MC

- 53301 Salary

Staff Compensation LY

- 53401 Salary
- 53402 Housing Stipend

Staff Compensation & Benefits SS

- 53501 Salary
- 53502 Housing Stipend
- 53503 Health Insurance
- 53504 Life Insurance
- 53505 Retirement
- 53506 Seminary Loan Assistance

Administration

- 53601 Office Supplies
- 53602 Office Furnishings & Equipment
- 53603 Photocopier Equipment
- 53604 Hospitality
- 53605 Payroll Tax
- 53606 Payroll Service Charge
- 53607 Liability Insurance
- 53608 Office Assistant
- 53609 Van Insurance & Maintenance
- 53610 Mobile Office Support

IT

- 53701 Office & Mobile Phone/Internet
- 53702 Website
- 53703 Software & Services

Finance

- 53801 Finance Operations
- 53802 Finance Leadership Development

Miscellaneous

- 53901 Mileage Reimbursement
- 53902 Misc - Elder Approved