

# Expense & Purchase Form

DATE: \_\_\_\_\_

Check one: Receipt \_\_\_\_ Reimbursement \_\_\_\_ Check/Purchase Request \_\_\_\_

For Reimbursements and Check Requests:

Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

IF YOU ARE REQUESTING A REIMBURSEMENT, ATTACH YOUR RECEIPT.

**NOTE: YOU WILL NOT BE REIMBURSED FOR SALES TAX.**

IF YOU ARE REQUESTING A CHECK OR AN ORDER TO BE PLACED, PLEASE GIVE AS MUCH INFORMATION AS POSSIBLE.

|                                                                     |  |
|---------------------------------------------------------------------|--|
| SUBMITTER NAME                                                      |  |
| MINISTRY                                                            |  |
| MINISTRY LEADER SIGNATURE<br>(required for reimbursements/requests) |  |
| OFFICE APPROVAL SIGNATURE                                           |  |

| BUDGET CODE | VENDOR | DESCRIPTION | QTY | PRICE | AMOUNT |
|-------------|--------|-------------|-----|-------|--------|
|             |        |             |     |       |        |
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|             |        |             |     |       |        |
| TOTAL       |        |             |     |       |        |

PLEASE TURN IN COMPLETED FORM TO HCUMC OFFICE MANAGER.



**Holy Covenant**  
United Methodist Church

22111 Morton Ranch Rd, Katy, TX 77449

**61000 | MUSIC AND WORSHIP**

|       |                              |                              |
|-------|------------------------------|------------------------------|
| 61101 | Advent, Christmas            | Pastor / Worship Team        |
| 61102 | Lent, Easter                 | Pastor / Worship Team        |
| 61103 | Other                        | Pastor / Worship Team        |
| 61205 | Weddings                     | Office / Carol               |
| 61206 | Funeral                      | Office / Carol               |
| 61207 | Altar Flowers                | Office / Carol               |
| 61230 | General Worship Supplies     | Office / Carol               |
| 61240 | AV/Media (worship)           | Jeff Hendry                  |
| 61251 | Sheet Music-Chancel Choir    | Director of Worship Ministry |
| 61252 | Sheet Music-Handbell Choir   | Director of Worship Ministry |
| 61260 | Soloists/Instrumentalists    | Director of Worship Ministry |
| 61270 | Piano/Handbell Maint.        | Director of Worship Ministry |
| 61281 | CCLI & Memberships           | Director of Worship Ministry |
| 61282 | Office/Library               | Director of Worship Ministry |
| 61290 | Internal Events & Activities | Director of Worship Ministry |

**62000 | MINISTRY LEADERSHIP TEAM**

|       |                                 |                     |
|-------|---------------------------------|---------------------|
| 62100 | General                         |                     |
| 62101 | Member Events                   | MLT                 |
| 62102 | Community Events                | MLT                 |
| 62103 | Veterans Day                    | MLT                 |
| 62104 | Fathers Day                     | MLT                 |
| 62105 | Mothers Day                     | MLT                 |
| 62106 | Dinners, Meals, Food            | MLT                 |
| 62107 | Lent and Easter Events          | MLT                 |
| 62108 | Advent Activities               | MLT                 |
| 62200 | Recreation Expenses             | MLT                 |
| 62300 | Upward Soccer                   | Nick Johnson        |
| 62400 | Embrace                         | Abbie Wylie         |
| 62500 | Children's Ministry             |                     |
| 62501 | General Supplies                | Children Council    |
| 62502 | School Year Events & Activities | Children Council    |
| 62503 | Summer Events & Activities      | Children Council    |
| 62504 | Wiggle / Children Worship       | Pastor              |
| 62505 | Nursery Needs                   | Connections Coord   |
| 62600 | Vacation Bible School           | VBS Adult Team      |
| 62700 | Student Ministry                |                     |
| 62701 | Business Expenses               | Student Coordinator |
| 62702 | Student Leadership              | Student Coordinator |
| 62703 | MYF                             | Student Coordinator |
| 62704 | Senior Sunday                   | Student Coordinator |
| 62705 | Special Events                  | Student Coordinator |
| 62706 | Summer Events                   | Student Coordinator |
| 62707 | Retreats & Camps                | Student Coordinator |
| 62708 | Scholarships - Trips & Camps    | Student Coordinator |
| 62709 | Student Missions                | Student Coordinator |
| 62710 | New Ministry Ideas Expenses     | Student Coordinator |

**62800 Care Team**

|       |                           |                   |
|-------|---------------------------|-------------------|
| 62801 | Care Expenses             | Ellen Barton      |
| 62802 | Funeral Guild             | Ellen Barton      |
| 62803 | Military Ministry         | Ellen Barton      |
| 62900 | Local Missions            |                   |
| 62901 | Community Outreach        | Mission & Service |
| 62902 | New Missions Startup      | Mission & Service |
| 62903 | Hands On Mission Projects | Mission & Service |

**63000 | DISCIPLESHIP**

|       |                                 |          |
|-------|---------------------------------|----------|
| 63100 | Business Expenses               |          |
| 63200 | Education                       |          |
| 63201 | Programming & Supplies          | Disc Dir |
| 63202 | Adult Curriculum                | Disc Dir |
| 63203 | Student/Youth Curriculum        | Disc Dir |
| 63204 | Children's Curriculum           | Disc Dir |
| 63205 | Children Bibles & Baptism Gifts | Disc Dir |
| 63300 | Confirmation                    |          |
| 63301 | Curriculum                      | Disc Dir |
| 63302 | Supplies and Gifts              | Disc Dir |
| 63303 | Snacks and Food                 | Disc Dir |
| 63400 | Small Groups                    | Disc Dir |
| 63500 | Large Group Events              | Disc Dir |
| 63600 | Emmaus Scholarships & Expenses  | Disc Dir |
| 63700 | Mid Week Events                 | Disc Dir |
| 63800 | Table Talk                      | Disc Dir |
| 63900 | Educator Gifts                  | Disc Dir |

**64000 | CONNECTIONS**

|       |                   |                   |
|-------|-------------------|-------------------|
| 64100 | Welcoming Team    | Connections Coord |
| 64101 | Supplies          | Connections Coord |
| 64102 | Connection Corner | Connections Coord |
| 64200 | Outreach & Guests | Connections Coord |
| 64201 | Guest Bags/Gifts  | Connections Coord |

**65000 | COMMUNICATION AND MARKETING**

|       |                          |               |
|-------|--------------------------|---------------|
| 65100 | Advertising & Marketing  | Comm Director |
| 65101 | Billboards/Banners       | Comm Director |
| 65102 | Online/Media Ads         | Comm Director |
| 65103 | Other Promotional        | Comm Director |
| 65104 | Internal Communication   | Comm Director |
| 65200 | Subscriptions & Services | Comm Director |
| 65300 | Seasonal C&M             |               |
| 65301 | Advent / Christmas       | Comm Director |
| 65302 | Lent / Easter            | Comm Director |
| 65303 | Summer                   | Comm Director |
| 65400 | Website                  | Comm Director |