

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 (required for reimbursements/requests)	
OFFICE APPROVAL SIGNATURE	

BUDGET CODE	VENDOR	DESCRIPTION	QTY	PRICE	AMOUNT
TOTAL					

PLEASE TURN IN COMPLETED FORM TO HCUMC OFFICE MANAGER.



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

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