Faith Lutheran Church Payment Form

## This invoice or receipt: (Must have invoice or receipt attached to form)

* has been paid already
* needs to be paid
* needs to be reimbursed

|  |
| --- |
| Name of person turning in invoice or receipt: |
| Date invoice or receipt was turned in: |
| Date of payment or due date of payment: |
| What is the total amount: $ |
| What account or line item should these funds come from: (see back for details) |
|  |
| What was money spent on: |
|  |
|  |
| If it has already been paid, what credit card or charge account was used: |
| If needs to be paid, where should a check be sent (company and address): |
|  |
|  |
| If reimbursed, to whom: |

Budget and Line Items

|  |  |
| --- | --- |
| Education | Equipment/Technology |
| Evangelism | Fellowship |
| Maintenance (Planned) | Music |
| Repairs (Urgent) | Services (Cleaning/Exterminator/ Lawn & Grounds) |
| Social Ministry | Stewardship |
| Supplies (Cleaning/Restrooms) | Supplies (Office) |
| Synod Activities | Worship |

Restricted Funds

|  |  |
| --- | --- |
| Capital Improvements | Choir |
| Flowers (Easter, Christmas) | Food Pantry |
| Hand bell Choir | Landscaping |
| Our House | St. Bridget’s Fund |
| Wee Worship | Youth Group |

If your line item or budget is not listed, write it in or speak with the Treasurer.

Once completed, leave in Treasurer’s box in Sacristy.