

**Live Oak Unitarian Universalist Church  
2020 Reimbursement Form  
Circle if applicable: DONATION**

Amount	Category	Description
	<b>Building</b>	
	Advertising (Diane Stepakof-Fay)	
	Facilities Large Projects (Alison McPherson)	
	General Supplies & Repairs (Alison McPherson)	
	Hospitality Supplies (Sue Buckley)	
	Office Supplies (Diane Stepakof-Fay)	
	<b>Congregational Life</b>	
	<b>Community Outreach</b>	
	ESL Program (Mary Hengstebeck)	
	Library	
	Membership Expenses (Amy Dark/Tim Buckley)	
	Pastoral Care (Sue Buckley/Linda McCullough)	
	Scholarships and Training (Executive Team)	
	<b>Programming</b>	
	Music Supplies (Rebecca Maze)	
	Worship Supplies (Rev. Joanna Crawford)	
	<b>Religious Education</b>	
	RE Curriculum (Carrie Krause)	
	RE Supplies (Carrie Krause)	
	<b>Miscellaneous</b>	
	Minister's Discretionary (Rev. Joanna Crawford)	
	Sr. High Youth Group (Carrie Krause)	
	Stewardship Committee (Kristen Anderson)	
	<b>OTHER</b> (please state budget line)	
\$	<b>Total Reimbursed</b>	

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Church Credit Card**

**Signature of Budget Line Owner:** \_\_\_\_\_

**Instructions:** Please staple receipts, list total expenses by category, and obtain the signature of the budget line owner. If you choose "Other," please state which budget line this refers to and obtain the signature of the budget line owner or the reimbursement will be returned to you for insufficient information.

We cannot reimburse for sales tax because Live Oak is a tax exempt organization.

Check with the business to see if we're on file as tax exempt or take a signed tax exempt form.