

Evangelical Formosan Church of East Valley

Reimbursement Claim Form

Invoice #	Description/Purpose	Amount (\$)

Division and Categories: (Please Circle the One Applies)

Division	Department	Category	Category	Category	Category
Administration (行政)	Food /Kitchen	Wednesday Lunch	Friday Dinner	Kitchen Supplies	Special Events
	Office	Caring / Visitation	Devotion Handbooks	Education / Training	Equipment Maintenance
		Guest Speakers	Holly Communion	Reference Books	Stationary / Supplies
		Telephone Bills			
		Property Management	Publicity	Reserve	Secretary
		Treasurer/Finance	Website		
Adult Fellowship (成人團契)		Caleb	Philippians	Sister	Young Couple
		Baby Boomer			
Caring (關懷)		Funeral Flowers	Co-Workers Training	Visitation	
Clearing / Maintenance (清潔/維修)		Gardening	Parking	Routine Maintenance	Weekly Cleaning
		Utilities			
Education / Spiritual (教育/主日學)	Adult Sunday School	Conference (ABC)	Speakers	Supplies / Materials	
	Children Sunday School	Books / Supplies	Teachers Training	VBC	
		Friday Night Bible Study		Library	
English Ministry (英文事工)		Brother's	College	Couple	High School
		Junior High School	Other Ministries	Sister's	Toddler
		Young Adult			
Family Fellowship (家庭小組)		Books / Materials	Speakers		
Mission (宣道/社區關懷)		Community Outreach	EVCC	Mission	Public Relations
Worship (崇拜)	Music	Conference / Training	Song Books	Tuning Service	
			Audio / Visual	Worship / Sacrament	

Submitted By: _____ Date: _____ Payable To: _____

Approved By: _____ Date: _____ Total Amount: _____ Check #: _____