Please staple receipts to **BACK** of form

FIRST BILINGUAL BAPTIST CHURCH
TRUTH | LIFE | UNITY

FBBC EXPENSE AND REIMBURSEMENT FORM – JUNE 2024

- Use of this form does **not** guarantee a check will be issued.
- Make sure your purchase has been **approved** before buying.
- Please staple receipts **TO THE BACK** of this form.

Name of Person Requesting a Reimbursement Check (print): ______________________________

Please select account category (or categories) and list the amount in each category.

	##	Account Type	Admin	Amount
☐	5411	Office Supplies	Luis Jr	
☐	5413	New Office Equipment	Luis Jr	
☐	5431	Office Repair and Maint.	Luis Jr	
☐	5424	Office Software	Luis Jr	
☐	5314	Church Van Maint.	Mike	
☐	5315	Church Van Gas	Mike	
☐	5426	New A/V Equipment	Luis Jr	
☐	5428	Repair A/V Equipment	Luis Jr	
☐	5427	Bldg New Furn/Equip	Luis Jr	
☐	5433	Bldg Repair Furn/Equip	Mike	
☐	5422	Building Fund	Luis Jr	
☐	5465	Security Team	Luis Sr	
☐	5434	Child Protection Service	Luis Jr	
☐	5461	Yard Maintenance	Richard	
☐	5412	Janitorial Supply	Luis Jr	
☐	5231	Worship Service Supplies	Luis Jr	
☐	5233	Worship Team	Luis Jr	
☐	5234	Worship Team Supp/Lic	Luis Jr	
☐	5236	New WT Instruments	Luis Jr	
☐	5232	Repair WT Instruments	Luis Jr	
☐	5274	Visitor Ministry Materials	Luis Jr	
☐	5260	FLG Supplies	Luis Jr	
☐	5270	Leadership Training	Luis Jr	
☐	5271	Retreats and Conferences	Luis Jr	
☐	5241	Children's Min Supplies & Lit	Derek	
☐	5243	Children's Min Events	Derek	
☐	5244	CM Workers Train/Mtgs	Derek	

	##	Account Type	Admin	Amount
☐	5246	SS Worker Appreciation	Derek	
☐	5245	Children's Summer Program	Derek	
☐	5247	Children's Special Programs	Derek	
☐	5105	Youth Misc Expense	Erick C	
☐	5430	Love Thy Brother	Richard	
☐	5420	Love Thy Neighbor	Richard	
☐	5251	Music Academy	Luis Jr	
☐	5265	Adult Ministry Activities	Derek	
☐	5321	Auto Ministry	Mike	
☐	5268	Sunday Night Meal	Luis Sr	
☐	5269	Church Picnic	Luis Sr	
☐	5262	Women's Events	Luis Jr	
☐	5263	Men's Events	Luis Jr	
☐	5235	Holiday Events	Luis Sr	
☐	5266	Family Events	Luis Sr	
☐	5415	Sunday Hospitality	Luis Sr	
☐	5416	Kitchen Supply	Luis Jr	
☐	5417	Decorations	Derek	
☐	5419	Member Financial Aid	Luis Jr	
☐	5418	Member Appreciation	Luis Jr	
☐	5222	Elders' Business	Luis Jr	
☐	5240	Street Outreach	Richard	
☐	5713	Local Outreach	Richard	
☐	5701	Local Church Strength	Luis Jr	
☐	5707	LASBA Meetings	Luis Jr	
☐	5238	Preaching Honorarium	Luis Jr	
☐	Other:			

Event/Reason for Check: ______________________________

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Number of Receipts Attached: ______________ Amount Requested: $ ______________

Check Payable To: ______________________________

Delivery Details: ______________________________

Address *City* *State* *Zip*

Signature of Requester: ______________ Date: ______________

Check Authorized By: ______________ Date: ______________

Date Processed: ______________