

Instructions for Reimbursement
Zion Mennonite Church

To submit receipts for reimbursement, please write the following information on the receipt:

Name – person to be reimbursed

Description – what the purchase was for

(e.g., supplies for Jr. S.S. Dept., food for Memorial Day picnic)

Amount to be reimbursed

Program/Account (see below for list)

<p>CLT Resources & Events Delegate Fees Pastoral Search Committee Personnel Committee</p>	<p>Elders Resources & Events</p>	<p>Worship Commission Worship Resources/Events Leadership Training Highland Weekend Sound System Supplies</p>
<p>Care Commission Compassion Fund Young Adult Program Pancake Breakfast Newsletter Hospitality Funeral Committee Special Events Resources</p>	<p>Outreach Commission Community Outreach Vacation Bible School Daphna Picnic Women’s Ministries</p>	<p>Faith Formation Commission Adult Sunday School Youth Sunday School Children’s Ministries Library Nursery</p>
<p>Youth Ministries Convention/Service Projects Sponsor Enrichment Youth Enrichment MYF Jr. MYF</p>	<p>Office Expenses Copying & Printing Costs Office Supplies Postage</p>	<p>Facilities Repairs Equipment Supplies Capital Improvements</p>