



Complex World. Thoughtful Church.

601 13th Ave SE
Minneapolis, MN 55414-1437
612-331-5988 www.ulch.org

Request for Payment or Reimbursement

Today's Date: ___/___/___

Your Name:

Request Date: Date Required:

Make Check to:

Requested By:

Please Choose one of the options below:

Hand deliver check to:

Mail check to:

Address:

City, State, Zip:

Purpose of expenditure:

Charge to: Account: # Amount: \$

See reverse side for a list of accounts and numbers. **Please attach receipts.**

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Charge to: Account: # Amount: \$

See reverse side for a list of accounts and numbers. **Please attach receipts.**

Signature:

Total Amount: \$

Please email completed form to Catherine Melnick at finadmin@ulch.org or mail to the address at the top of this Page. You can also use the scan and send option using the copier in the mailroom.

1700000 Dedicated Accounts

1700202 Adopted/Multi-Cultural Families
 1700300 Camp Amnicon Pass-Thru
 1700301 Children's Playground Area
 1700501 Color of Hope
 (BIPOC group at ULCH)
 1700119 Community Bread Oven
 1700268 Dedicated Courtyard Concerts
 1700314 Directory Project
 1700123 Disaster Relief
 1700160 Energy Needs Special Account
 1700272 Fine Arts Fund
 1700102 Food Shelves
 1700232 Friendly Visitor Program
 1700206 Funeral Fund
 1700225 Garden Fund
 1700247 Gloria Circle
 1700306 Grant-Gather
 1700313 Grant-Riverside Innovation
 1700310 Holy Ground
 1700122 Hope Diamonds Luncheons
 1700133 Instrument Maintenance Fund
 1700311 Internship
 1700183 ISALAH Dedicated Fund
 1700254 Kitchen Fund
 1700209 Lenten Luncheons
 1700215 Library / Reading Fund
 1700136 Lutheran Campus Ministries
 1700312 Mental Health Programs
 1700274 MIF Youth Gathering
 1700199 Moonlight Madness
 1700196 Music Fund
 1700161 Nigeria Missions
 1700172 Outreach Donations
 1700248 Quilters
 1700139 Recording Ministry
 1700500 Rolling Waters
 (Racial Justice Fund)
 1700256 Sabbatical Fund
 1700273 Sanctuary Project
 1700114 Seminary Support
 1700505 Solar Fund

1700269 Student Outreach

1700103 Sunday School Offerings
 1700113 UA Sanctuary
 1700197 ULCHERS
 1700115 Women's Retreat
 1700116 Women's Retreat Scholarships
 1700121 Youth Fund

1600100 Salaries & Benefits

1600111 Continuing Education - Pastors
 1600113 Continuing Education - Staff
 1600106 Pastoral Intern
 1600112 Professional Expenses - Pastors
 1600107 Substitute Organists
 1600109 Substitute Preaching

1600200 Administration

1600204 Background Checks
 1600206 Bank Charges
 1600215 Board & Staff Retreats
 1600265 Braille Printing
 1600261 Computer Hardware Purchases
 1600263 Computer Maintenance
 1600262 Computer Software Purchases
 1600217 Conferences & Conventions
 1600226 Gratitude and Generosity
 1600212 Mileage Reimbursements
 1600210 Misc. Administrative Expense
 1600266 Offering Envelopes
 1600241 Office Equipment Lease
 1600214 Office Equipment Maintenance
 1600201 Office Supplies
 1600205 On-Line Service Charges
 1600224 Payroll Services
 1600252 Postage - Bulk Mail
 1600251 Postage - Metered Postage / Lease
 1600267 Staff Home Internet
 1600268 Staff Personal Hardware
 1600209 Staff Recognition
 1600231 Telephone/ISP Charges

1600300 Operations

1600321 Alarm & Extinguisher Maintenance
 1600305 Assessments
 1600311 Contract Janitorial Service
 1600309 Custodial Supplies
 1600325 Elevator licensing
 1600319 Elevator Maintenance
 1600307 Improvements - New
 1600306 Insurance
 1600310 Miscellaneous Supplies
 1600314 Permits -
 Boiler/Parking/Inspections
 1600308 Purchased Equipment
 1600315 Repairs - Equipment
 1600318 Repairs - Exterior
 1600316 Repairs - Heating System
 1600317 Repairs - Interior
 1600313 Snow Plowing
 1600324 Stormwater Mitigation
 1600303 Trash Removal
 1600304 Water & Sewer

1600400 Education Ministries

1600414 Adult Education
 1600410 Confirmation
 1600401 Faith Formation for Children
 1600432 Leadership Development

1600500 Hope in the World

1600510 Green Team
 1600599 Hope in the World Benevolence
 1600511 Lutheran Campus Ministries
 1600505 Neighborhood and Campus
 1600515 Racial Justice

1600600 Worship Ministries

1600613 Bell Choir Supplies
 1600605 Choir Scholar/Instrumentalists
 1600609 Communion Elements
 1600625 Courtyard Concerts
 1600602 Hope Choir
 1600608 Instrument Maintenance
 1600620 Liturgical Education
 1600616 Outreach / Collaboration
 1600615 Robe & Parament Care
 1600621 Visual Arts
 1600619 Worship Access / Resources
 1600601 Worship Planning
 1600699 Worship Revenue (Contra)
 1600610 Worship supplies

1600700 Relational Ministries

1600726 Care Pkgs/College & Military
 1600790 Church Directory Project
 1600708 Coffee Hour Supplies
 1600715 Compassion Care Ministry
 1600709 Devotionals
 1600703 Fellowship Meals
 1600707 Hope Diamonds Programs
 1600732 Mental Health Connect
 1600731 Outdoor Ministry
 1600797 Outreach Revenue
 1600794 Relational Ministries Revenue
 1600730 Retreats
 1600729 Women's Retreat
 1600727 Women's Retreat Scholarship

1600800 Mission Support

1600801 ELCA in Mission

1601203 Young Adults

1601202 Youth
 1601200 Youth & Young Adults Ministry
 1601201 Youth and Young Adults expenses