

**Live Oak Unitarian Universalist Church**

**2026 Reimbursement Form**

Check if applicable: **DONATION**

<b>Amount</b>	<b>Category</b>	<b>Description</b>
	<b>All Ministries</b>	
	<b>Community Outreach</b> (Sam Foss)	
	Social Justice (Sam Foss)	
	ESL Program (Mary Hengstebeck)	
	<b>Congregational Life</b> (Laura Berryman)	
	Pastoral Care (Michele O'Donnell)	
	Hospitality Supplies (Sue Buckley)	
	Membership Expenses (Nancy Sheehy)	
	<b>Lifespan Faith Development</b> (Chris Jarman)	
	Library (Sophie Reynolds)	
	<b>Spiritual Life</b> (Rev. Joanna)	
	Music Supplies (Curtis White)	
	Worship Supplies (Rev. Joanna Crawford)	
	<b>Administration &amp; Operations</b> (Marc Zawrotny)	
	<b>Campus Cost</b> (Diane Stepakof-Fay)	
	General Repairs & Supplies (Tim Buckley)	
	Office Supplies (Diane Stepakof-Fay)	
	<b>Capital Project Fund</b> (Marc Zawrotny)	
	<b>Minister's Discretionary</b> (Rev. Joanna Crawford)	
	<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.