

COMMUNITY CHURCH REIMBURSEMENT FORM

1. Receipts are required for reimbursements. Staple to back of this form.
2. This form must be turned in by 12NOON Tuesday, to be processed in the same week. However, any request of \$500 or more must be received at least 2 weeks prior to due date.
3. Include address if check needs to be mailed.

MAKE CHECK OUT TO: _____

TOTAL AMOUNT REQUESTED: _____

ADDRESS: _____

DUE DATE: _____

EXPLANATION: _____

AMOUNT: _____ ACCOUNT # / NAME: _____

SIGNATURE: _____

MINISTRY STAFF: _____

THIS FORM IS FOR REIMBURSEMENTS ONLY

APPROVED BY: _____

(Required if \$250 or over)

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