

Staple receipts on back



For Office Use Only:	
Check #	_____
Date	_____
Amount	_____

**KENTWOOD HEIGHTS BAPTIST CHURCH**  
**Request for Payment / Reimbursement**  
 (Please attach all receipts to form)

Item Requested / Purchased \_\_\_\_\_

Supplier ( or Business Purchased From) \_\_\_\_\_

Person Making Purchase \_\_\_\_\_

Make Check out to (Name) \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Amount of Purchase \$ \_\_\_\_\_

Reason for Purchase \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check one:

This is a check request -- Date Check Needed by \_\_\_\_\_

This is a reimbursement     Business will send Invoice

Purchased on Church Visa (indicate which)  Senior Pastor  Youth Pastor  Secretary

Purchase Authorized by \_\_\_\_\_  
 (Committee Chairman Signature)

Budget Line Item to be charged \_\_\_\_\_

*(Note: If more than one budget line to be charged-- fill out separate forms)*