

REQUEST FOR REIMBURSEMENT (online version)

This form is to be used if you are seeking to be **reimbursed for an item you purchased for ministry.**

If you would like to donate your gift to the church and not be reimbursed, please use the REQUEST FOR IN-KIND DONATION form. If you have any questions, please contact the office at 973. 694. 7109.

Step 1: Fill out the requested information below.

Step 2: Attach original receipts for purchased items to the form.

Step 3: Submit this form and receipts to the church office and place in the mailbox labeled **REQUEST FOR REIMBURSEMENT.**

Request for Reimbursement (To Be Filled Out By Person Making Request)

Person Making Request:	Today's Date:	Your Signature:
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To be filled out by Person Being Reimbursed

To be filled out by Ministry Team Leaders

Purpose of Expenditure	Value of the Expense	Ministry Team	Account Name	Account Code
Total From Back	\$			
Total	\$			

To Whom Should The Check Be Made Payable?

Name and Address:

SIGNATURE OF FINANCIAL SECRETARY/MANAGER/TREASURER

(ADDITIONAL SPACE ON BACK OF FORM)

Purpose of Expenditure	Value of the Donation	Ministry Team	Account Name	Account Code
Total On Back	\$			