

SPC Embrace - 2009

REQUEST FOR DISBURSEMENT/REIMBURSEMENT FORM

Instructions for Disbursement/Reimbursement:

1. The expenditure must be for a church related function or expense.
2. The completed form below must be accompanied by an original receipt where applicable.
3. The expense must be approved by the Committee Lead via signature or email approval (please attach the email to this form).
4. a) If multiple receipts are used for one expense, please combine into one form.
b) If multiple expenses are on one receipt, please make a copy of the receipt and fill out two forms.
5. If the expense is not a reimbursement, but an expense (i.e., monthly missions support), please mark the Requested By as "Default".

Requested By: _____ Date: _____

Amount: \$ _____

Make Check **Pay to the Order Of:** _____

Committees/Category (Circle one):

Praise Team Welcoming Team Sunday Service Retreats
Missions Team Fellowship Small Groups (please specify): _____
Pastor Expense Other: _____

Description of Expense: _____

Approver Name (Please Print): _____

Signed Approval from Committee Lead: _____

Additional Notes: _____

<p>FOR TREASURER USE ONLY:</p> <p>Reimbursement Date: _____ Check No: _____</p> <p>Treasurer Signature: _____</p>
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