

REQUEST FOR PAYMENT OR REIMBURSEMENT FORM

Please fill-in this form if one of the following applies:

- 1 You order or purchase an item and it is billed to the Church. Attach the receipt or order acknowledgement to the form and check PAYMENT.
- 2 You pay for an item and request reimbursement. You must attach a receipt to the form and check REIMBURSEMENT.
- 3 You need an advance check to pay for an item to be purchased. Check ADVANCE and after the purchase turn-in a receipt to be attached to the form.

Request (Please check one):

Payment _____ **Reimbursement** _____ **Advance** _____

Amount: \$ _____ **Date of purchase:** _____

Description of Purchase: _____

Purpose for Purchase: _____

Name (Please Print): _____

Signature: _____ **Date:** _____

Comments: _____