

REQUEST FOR CHECK OR REIMBURSEMENT

Please turn in your request after receiving a Purchase Order. A check or petty cash will be issued the week following the date you turn in your request. If applicable, give form to Ministry Leader for approval first.

Name of person requesting check _____ P.O. # _____

Make check payable to _____

Amount of check \$ _____ Ministry (Dept.) to be charged _____

Purpose of check _____

If Applicable, Check Appropriate Sub Category:

- Weekly Expense Monthly Expense Special Event Conference Equipment

I will pick up check

Mail check to _____
(address) _____

Ministry Leader Signature

Today's Date

Administration Approval Signature

Form.Reimbursement.doc 05/20/09

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