|  |  |
| --- | --- |
| Ministry Dept | Major Acct Code |
| Small Groups | 7001 |
| Hospitality/Meals | 7002 |
| Children's Church | 7003 |
| Media-Audio/visual | 7004 |
| Outreach | 7005 |
| Music Dept | 7007 |
| Special Ministry Service | 7009 |
| Admin/General Operation | 6000 |

**CHECK REIMBURSEMENT FORM**

The purpose of this request must be completed for an accurate audit trail. Receipts and any other document confirming amount paid must accompany this document. **Expenditures over 10%** of requested amount or not deemed as a legitimate church expense shall become the financial responsibility of the person who incurs the expense.

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Request: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Make Checks Payable to:***

Name:

Address:

City/State/Zip:

Phone Number where you can be reached:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Purchase** | **Amount** | **Church/Ministry Purpose**  **(ie: combined group meals, women’s ministry supplies, ads/marketing)** | **Ministry Dept** | **Major Acct Code** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Requester’s Signature:

Approver’s Signature: