

**FUNDS REIMBURSEMENT FORM**

THIS FORM IS TO BE USED TO RECEIVE PERSONAL REIMBURSEMENT FOR PURCHASES MADE ON BEHALF OF MINISTRIES THAT THE CHURCH IS FINANCIALLY RESPONSIBLE FOR.

FORM MUST BE ACCOMPANIED BY A RECEIPT, WHICH SHOWS THE ITEMS PURCHASED AND THE AMOUNT REQUESTED FOR REIMBURSEMENT.

Ministry Requesting Funds: \_\_\_\_\_

Responsible Member: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reimbursement Check Made Payable To: \_\_\_\_\_

Explanation for use of Funds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized by: \_\_\_\_\_

**Ministry Chairperson**

Authorized by: \_\_\_\_\_

**Finance Ministry**

**For Finance Ministry Use Only**

Finance Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Chart of Accounts Number: \_\_\_\_\_

Date Funds Disbursed: \_\_\_\_\_