**Stillwater Church of Christ**

**REIMBURSEMENT REQUEST**

**TO:**

**AMOUNT:**

**Purpose of purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account Coding: . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & date of individual requesting funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & date of Ministry leader approving request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Documentation requirements for reimbursement requests per Finance Ministry requirements are as follows:

 1. Attach all original invoice(s) supporting reimbursement request.

2. Indicate purpose and appropriate ministry category to charge expenditure—examples: supplies for Education; food for Fellowship; retreat supplies for Youth Ministry; copy paper - office supplies; etc.

 3. Sign & date reimbursement request.

 4. Obtain reimbursement approval signature & date from appropriate Ministry leader,

5. Ministry leaders requesting reimbursement to self, then request form need to have approval by Kent Sampson

6. Upon completing the above requirements, please submit reimbursement request to Laney Smith

We appreciate your completion of the above documentation to provide adequate support & approval for our cash disbursement process.

The Finance Ministry