

REQUEST AND AUTHORIZATION FOR REIMBURSEMENT

(Top half to be filled out by person submitting; bottom half by church staff.)

Submitted by: _____

Authorized by: _____

(Commission Chair / Vestry Liaison)

Charge to Account: _____

Date: _____

Amount: _____

Check to be made payable to: _____

Address: _____

For: _____

OFFICE USE:

General Ledger #: _____

Date of payment: _____ Check Number: _____