

Tega Cay Baptist Church

Reimbursement Request Form

1. **Before** purchasing anything for reimbursement, please make sure you have approval from the Ministry Leader responsible for the associated budget account.
2. **Completely** fill out the "Reimbursement Request Form". You **must** get the permission and signature of the Ministry Leader on this form **before** submitting your request into the church office. No reimbursements will be made without this filled out.
3. Attach all receipts to your request form (credit card statements & banking statements do not suffice as receipts). Regarding receipts, we ask that you make a **separate** check-out transaction when purchasing items for the church that you plan to be reimbursed for, i.e. avoid turning in receipts with a mix of personal purchases and church purchases.
4. Requests must be in by Monday morning to be considered for processing that week; if the requests are not complete, they will not be processed that week.

Check Payee

Mailing Address, City, State, Zipcode

Description of purchase

Budget from which to reimburse for the purchase

\$

Reimbursement Amount

Ministry Leader Approval (Print & Sign Name)

Date

Please mark if you would like your check mailed to you or if you will be picking up your check:

Mail

Pick-up (Usually ready by Wednesday afternoons)

Other Comments:
