



Request for Payment or Reimbursement

When filling out this form, please remember that checks are typically printed on Tuesdays and available on Wednesday afternoons!

Request Date _____ Date Needed _____

Check should be made payable to: _____

Check Amount: \$ _____

To be charged to what account/ministry (name): _____

Account number (if known): _____

Requested by: _____

Purpose or items purchased: _____

What would you like done with the check:

- Mail
- Church Mailbox
- Pick up in Church Office
- Return to Requester

Ministry Leader Approval: _____

Pastoral Approval: _____

Please staple your receipt or written approval to this form.

Pastor AI must approve all financial requests!

If you would like the above listed expense to be treated as a **Cash Contribution To The Church**, please fill out the section below.

Name: _____

Signature: _____

Approved by: _____



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