



# Reimbursement Request

Attach Receipts for All Listed Expenses Here

Faith Community Baptist Church **Name**

**Date**

**Instructions**

<sup>1</sup>Prior to purchase, obtain verbal approval from Ministry Leader to ensure funds are available. (If greater than \$500, obtain verbal approval from Finance Deacon)

<sup>2</sup>After purchase, complete form and attach receipts.

<sup>3</sup>Obtain signatures from each Ministry Leader **AND** Finance Deacon before submitting form to Office Administrator.

<b>Budget Category</b>		<b>Date of Receipt</b>	
<b>Expense Description</b>	<b>Special Instructions (split payments, cheque handling, etc)</b>	<b>GST</b>	
		\$	
<b>Ministry Leader Approval (Signature)</b>		<b>Total Amount</b>	
		\$	

<b>Budget Category</b>		<b>Date of Receipt</b>	
<b>Expense Description</b>	<b>Special Instructions (split payments, cheque handling, etc)</b>	<b>GST</b>	
		\$	
<b>Ministry Leader Approval (Signature)</b>		<b>Total Amount</b>	
		\$	

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<b>Expense Description</b>	<b>Special Instructions (split payments, cheque handling, etc)</b>	<b>GST</b>	
		\$	
<b>Ministry Leader Approval (Signature)</b>		<b>Total Amount</b>	
		\$	

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<b>Expense Description</b>	<b>Special Instructions (split payments, cheque handling, etc)</b>	<b>GST</b>	
		\$	
<b>Ministry Leader Approval (Signature)</b>		<b>Total Amount</b>	
		\$	

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<b>Expense Description</b>	<b>Special Instructions (split payments, cheque handling, etc)</b>	<b>GST</b>	
		\$	
<b>Ministry Leader Approval (Signature)</b>		<b>Total Amount</b>	
		\$	

<b>Total GST</b>		<b>\$</b>
<b>Total</b>		<b>\$</b>

**Finance Deacon Approval (Signature)**

**Date**

**Comments**