

Reimbursement Request Form

If you have purchased something for the church and wish to be reimbursed, this form must be submitted along with your receipt. Be sure to write your name on the receipt as well. Forms are available on the mailboxes in the church office and can also be printed from our website. (<http://www.newlife-pc.org/contact-us/reimbursement-request/>)

Please provide all information requested so the appropriate team is charged. This will help your team chair with upcoming year's budget.

Date: _____

Your Name: _____

Budget Category: *(which team's budget is this coming from?)*

Was this purchase approved by your ministry team? _____

Purpose of purchase: *(event, supplies, etc.)*

Amount of reimbursement: _____

Place this form along with your receipt in the Treasurer's mailbox. Reimbursements will be made in a timely fashion but can take up to two weeks. ***Reimbursements will not be made without receipts attached.***

Questions? Contact Alaina Thompson at athompson@newlife-pc.org