

JFC REIMBURSEMENT REQUEST

** Staple receipts
here on the back.

Date: ____/____/____

Departments:

(Check one)

Children's Ministry	Marketing	Outreach & Community Service	Small Groups
Facilities	Ministry Expense	Retreat	Miscellaneous
Fellowship	Missions	Welcome Ministry	
Honorarium	Office / Legal Fees	Worship	

Details/Purpose

Amount

TOTAL	

- ✂ *Attach all receipts to this form (upper right on the back) - if receipt(s) is missing, reasonable supporting documents will be accepted upon approval.*
- ✂ *You are solely responsible for keeping copies of receipts in case of lost or misplaced reimbursement request(s).*
- ◆ *One department per request.*

Pay to:

Print Name
Signature

Office Only:

Check #	Date	Amount Pd

Approval:

Treasurer	Ministry Leader

- *Approvals from two people (other than the Payee) are required.*
- *Equipment purchase over \$100 need prior approval.*