



# JOURNEY OF FAITH REIMBURSEMENT REQUEST

Date: \_\_\_\_\_

Date	Ministry (See Below)	Description or Reason	Amount
<b>TOTAL</b>			

**\*\*Staple receipts on the back**

PAY TO	
<b>Print Name</b>	
<b>Signature</b>	

APPROVAL	
<b>Treasurer</b>	
<b>Ministry Leader</b>	

FOR OFFICE USE ONLY	
<b>Check Number</b>	
<b>Date</b>	
<b>Amount Paid</b>	

Ministry	Ministry Leaders
Children's Ministry	Melissa Kay
Facilities	Mark Luond
Fellowship	Theresa Shin
Marketing	Hillary Miller
Training/Conference	Pastor Brian Chung
Office Supplies	Grace Yum / Janis Lee
Outreach/Missions	Pastor Brian Chung
Retreat	Dan Shin
Welcome	Christine Coulter
Worship	Mike Lee
Life Groups	Life Group Leader
Men's	Steve Lee
Women's	Jennifer Song

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