

E & R United Church Of Christ
REQUEST FOR REIMBURSEMENT

(Last Reviewed By Council 10/10/11)

Date:

Amount:

Payable to:

Reason for expense:

Filled out by:

Please Select One:

BUDGET ITEM

Budget Category: _____

NON-BUDGET ITEM

Non Budget Request under \$100 can be approved by Council President.

Council President Signature: _____

GROUP ACCOUNT

*Form must be signed by two group members authorized to approve requests.
... May not be signed by person being reimbursed.*

Group Requested from: _____

Authorized Group Member Signature 1: _____

Authorized Group Member Signature 2: _____

Please turn in receipt(s) with this completed form to the Treasurer.

For Office Use Only:

Date Paid: _____

Check #: _____