

Reimbursement Form

Thank you for serving the church family with your time and resources!
To help us reimburse your expenses quickly and to account for them accurately,
please follow these steps:



- 1. Read and initial a copy of the Reimbursement Policy.** Please request one from a Finance Team member if you have not received one. Anyone submitting a reimbursement request is required to review and acknowledge the policy.
- 2. Complete a Reimbursement Form.** Please ensure that the form is filled out completely prior to purchasing. The actual and total amounts spent are the only fields that should be left empty before purchasing.
- 3. Obtain signatures from indicated members.** The items and amounts must be approved *prior* to purchase. Written communication indicating approval of the proposed item(s) and amount(s) prior to purchase may be printed and attached in place of a signature (see Reimbursement Policy).
- 4. Attach original itemized receipts to the back of the Reimbursement Form.** Attach all receipts by stapling them to the *back* of this form.
- 5. Turn in form with receipts.** You may give this to the appropriate Finance Team member.

Name: _____

Address: _____

Department/event: _____

Project/Ministry Coordinator: _____

Description: _____

Amount approved: _____ Date approved: _____ *Actual amount spent:* _____

Description: _____

Amount approved: _____ Date approved: _____ *Actual amount spent:* _____

Description: _____

Amount approved: _____ Date approved: _____ *Actual amount spent:* _____

Description: _____

Amount approved: _____ Date approved: _____ *Actual amount spent:* _____

TOTAL amount spent: _____

Signature #1 - Project/Ministry Coordinator: _____ Date: _____

Signature #2 - Finance Team: _____ Date: _____

Signature #3 - Church Administrator: _____ Date: _____

Dr. Venessa Ellen

Your reimbursement check will be available within 30-45 days of submission. Thank you for serving Him!

Amount reimbursed: _____ COFBC check #: _____

Date reimbursed: _____ Initialed by receiver: _____

Revised
11 / 2019