

REQUEST FOR REIMBURSEMENT
(Please attach receipts/other support documents)

Date: _____

To: Treasurer, First Existentialist Congregation

I. Please issue a check in the amount of \$ _____

to _____

(please PRINT name of person to get check)

as reimbursement for the following expenses

(brief description of expenses):

FOR FINANCE COMMITTEE USE

Check issues from:

____ BOND Credit Union

____ Midtown Bank

____ Other

Check Number: _____

Check Date: _____

Budget category:

II. Name of person requesting check: _____

III. This expense has the approval of _____
(please PRINT name of person who approved the expense: Guild Chair, Board member, or Minister)

IV. Please handle this check as follows (CHECK ONE):

____ Mail check to address shown here.

____ Use the return envelope provided.

____ Leave in envelope on cork board outside office.

____ Leave in envelope in the Sunday collection plate:

____ Hold check in office for pick-up by:

____ Other instructions:

V. Signature of person authorizing check*: _____
(Guild Chair, Board member, or Minister)

*** NOTE:** Person authorizing check is responsible for making sure that funds for this expense are budgeted and are available . . . before expense is authorized.