



WESTMINSTER

P R E S B Y T E R I A N C H U R C H , P C A

CHECK REQUEST / EXPENSE REIMBURSEMENT

CHECK TO: _____

PHONE: (____) _____

DATE: _____

| ITEM: | CATEGORY: | APPROVED BY: | AMOUNT: |
|----------|-----------|--------------|----------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| TOTAL: | | | \$ _____ |

ATTACH RECEIPTS TO THIS FORM WHEN AVAILABLE

SIGNED: _____

TOTAL APPROVED BY: _____

Reimbursement Procedure:

1. Purchase of items approved by appropriate WPC leadership
2. Receipt(s) of purchase presented to Financial Secretary and Reimbursement Request Form completed
3. Reimbursement Request Form scanned and emailed to Chairman of Diaconate
4. Chairman of Diaconate emails Financial Secretary with Response within 48 hours
5. If Approved, Financial Secretary writes reimbursement check, designates the appropriate expense account, and contacts Purchaser within 1 week of Receipt Submission.