

5 Points Church
Reimbursement Request Form

Check payable to: _____

Address: _____

Phone # _____

(YOUR CHECK WILL BE MAILED TO YOU)

Description of Items purchased	Ministry/event used for:	Amount

Department Head approval: _____ (If needed)

Treasurer approval: _____ Ck# _____

Directions:

1. Complete form, listing each item on a separate line. (Use another form for additional lines)
2. Attach all receipts to this form
3. Get a signature from Ministry leader for department approval if needed
4. Return to treasurer for final approval and reimbursement