



## Expense Request - Donation Form

Today's Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Reimbursement\*  
\_\_\_\_\_ Check Request  
\_\_\_\_\_ Donation\*\*  
\_\_\_\_\_ Credit Card Purchase

Date	Store	Description	Budget	COST
<b>Total Request</b>			<b>\$</b>	<b>-</b>

*Additional Directions/Information:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Approval:*

\_\_\_\_\_  
Requester's Signature Date

\_\_\_\_\_  
Approval Signature Date

\_\_\_\_\_  
2nd Signature Required for over \$750 Date

*Reimbursement checks take a MINIMUM of ONE WEEK before they are ready and usually 2 weeks.*

\*Paper clip the ORIGINAL receipt(s) and give all to the church office. Church must have ORIGINALS.

\*\* YOU keep original receipts. Attach COPIES of receipts if you'd like us to include a value (and it helps our accounting of gifts), but per IRS regulations, the church can only show acceptance of the item (s), it is up to you to prove value for tax deduction purposes. For high value or items w/o receipts, see the treasurer.