

# JFC REIMBURSEMENT REQUEST

\*\* Staple receipts  
here on the back.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Departments:**

(Check one)

Children's Ministry	Marketing	Outreach & Community Service	Small Groups
Facilities	Ministry Expense	Retreat	Miscellaneous
Fellowship	Missions	Welcome Ministry	
Honorarium	Office / Legal Fees	Worship	

**Details/Purpose**

**Amount**

<b>TOTAL</b>	

- ❖ *Attach all receipts to this form (upper right on the back) - if receipt(s) is missing, reasonable supporting documents will be accepted upon approval.*
- ❖ *You are solely responsible for keeping copies of receipts in case of lost or misplaced reimbursement request(s).*
- ❖ *One department per request.*

**Pay to:**

Print Name
Signature

**Office Only:**

Check #	Date	Amount Pd

**Approval:**

Treasurer	Co-Treasurer/Pastor

- *Approvals from two people (other than the Payee) are required.*
- *Equipment purchase over \$100 need prior approval.*