

Verbena United Methodist Church
Reimbursement Form

This form is for the purpose of reimbursing individuals who have paid for a pre-approved budgetary item and are seeking reimbursement. If the purchased item is not pre-approved either by the church council or by committee the individual cannot be reimbursed by the General Fund of the Church.

Please fill out one (1) form per receipt, and fill out each space provided. Please attach a staple a copy of the receipt to the form. Failure to attach a receipt will void the form. Reimbursement Forms are to be given to Betsy Hornady.

Name: _____

Amount Requested: _____

Item Purchased:

Budget Line Item: _____

Chairperson Signature: _____

Date: _____

Signature: _____

Date: _____

For internal use:

Date Received: _____

Amount Paid Out: _____

Signature: _____