

Check or Credit Card Request Form

Use this form to request reimbursement or payment to a vendor for previously approved expenditures. Send the completed form to the church office or to the [treasurer](#) by email.

Purpose and line item if known:			
Complete one column:	Credit Card Request	Check Request	Purchase Request
Payee's name:			
Payee's mailing address:			
Amount:	\$	\$	\$
Your email:			
Your phone:			
Special instructions:			
Today's Date:			
Authorized by which council member?			

Guidance

Contact Treasurer before authorizing more than \$200 from any line item. Expenses less than \$200 for specific line items can be reimbursed without prior authorization.

Church credit cards can be used for any expense approved by the Treasurer.