

ST. PETER'S LUTHERAN CHURCH
PAYMENT/REIMBURSEMENT FORM

INSTRUCTIONS FOR PAYMENT OR REIMBURSEMENT OF FUNDS/INVOICE:

1. Fill out Form completely.
2. Attach invoice/receipt to this Form.
3. If requesting payment for a board expense, have Board Chairman sign this form.
- 4. Return the completed form with attached invoice/receipt to CBA for approval.**
5. After approval, the form and invoice will be routed to Church Treasurer for payment.
6. A copy of the form with check attached is returned to the appropriate person or company.

DATE: _____ **NAME:** _____
(Person making request)

AMOUNT REQUESTED: _____ **CHARGE TO** _____ **FUND**

APPROVED BY BOARD CHAIRMAN: _____
(Signature)

APPROVED BY CHURCH BUSINESS ADMINISTRATOR: _____
(Signature)

BOARD/COMMITTEE REQUESTING: _____

PURPOSE: _____

PLEASE CHECK APPROPRIATE BOX:

Request for PERSONAL REIMBURSEMENT
Make check payable to:

(Name)

(Address)

(City, State and Zip Code)

Request for PAYMENT TO COMPANY
Make check payable to:

(Name)

(Address)

(City, State and Zip Code)

RECEIPT REQUIRED - PLEASE ATTACH TO THIS FORM
Be sure to retain copy of invoice for your file.

NOTE: Pursuant to Policy and Procedure Manual for Treasurer, effective September 1, 1995: "All bill or invoices **submitted and approved between the 1st and the 15th of the month, will be paid on the 20th of that month.** All bills or invoices **submitted and approved between the 16th and the 30th/31st of the month will be paid on the 5th of the following month.**

OFFICE USE ONLY

Date Paid: _____

Check #: _____

Invoice #: _____

Amount Paid: _____

Copy to: _____

Date: _____