

Salem UMC Expenses Reimbursement

All receipts must be attached to this form with approval from designated ministry leader before checks will be issued. Checks will be issued within 5-10 business days from the time this form is received granted that all documentation and approval is in order. Ministry Leaders needing reimbursement will need authorization from the pastor. The Treasurer will authorize reimbursement for the pastor.
REIMBURSEMENT CAN ONLY BE MADE IF FUNDS ARE AVAILABLE.

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

E-mail _____

SHADED AREA COMPLETED BY MINISTRY LEADER OR PASTOR
CHARGE TO MUST BE AN ACCOUNT #

Vendor/Store	Amount	Purpose	Authorized Signature	Charge To

OFFICE USE ONLY

Date Received ___/___/_____ Date Paid ___/___/_____ Check # _____

Paid by _____

___ Rejected For: _____