

Staple
Receipts Here
Behind This
Page



GRACE COMMUNION
CLEVELAND

Purchase Authorization/Reimbursement Request

Name of Ministry		Date Requested
Ministry Leader		Date Needed
Ministry Leader Signature	Remit Payment To	
How will the purchased item(s) be used?		
Item(s) requested		
Description		Cost
		Total Cost
Is this purchase within the ministry budget? <input type="checkbox"/> Yes <input type="checkbox"/> No		This request is <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Treasurer's Signature		Senior Pastor signature (required for non-standard purchases)
Payment made by check #	Date of Check:	Receipt(s) submitted:

Notes:

1. Attach the receipts behind this page, with a staple in the upper left-hand corner. Please staple in such a way so that the charges being submitted for reimbursement can be read without un-stapling.
2. The appropriate Ministry Leader* must sign this form prior to submitting it to the treasurer. *In the case of social expenses, the social committee chairperson may sign.
3. It is the responsibility of each Ministry Leader to ensure that expenses are in line with the budget as approved by the Advisory Council.
4. Exceptional circumstances may be brought before the Advisory Council during the year for their consideration, and they may approve additional expenses or modify budgets as needed.