



# CHECK/CASH ADVANCE & EXPENSE REIMBURSEMENT FORM

CAR#100525

CURRENT DATE:

YOUR NAME:  MINISTRY:

PROGRAM/EVENT NAME:

## CHECK/CASH ADVANCE

(This is for a pre-approved expense and/or purchase.)

MAKE CHECK PAYABLE TO:

PURPOSE/SERVICE PROVIDED:

DOLLAR AMOUNT REQUESTED: \$  DATE CHECK IS NEEDED:

NAME OF MINISTRY TO BE CHARGED:

Receipts are due immediately after purchase but not more than 5 days after receipt of the check. Receipts must be turned into the Accounts Payable Office. The requester will be responsible for submitting cash for any receipts not received.

## EXPENSE REIMBURSEMENT

(This is for a pre-approved expense and/or purchase.)

EVANGELISM     EXALTATION     EDIFICATION     EXTENSION     EQUIPPING

MAKE CHECK PAYABLE TO:

PURPOSE/SERVICE PROVIDED:

DOLLAR AMOUNT REQUESTED: \$  DATE CHECK IS NEEDED:

NAME OF MINISTRY TO BE CHARGED:

Receipts are due immediately after purchase but not more than 5 days after receipt of the check. Receipts must be turned into the Accounts Payable Office. The requester will be responsible for submitting cash for any receipts not received.

## OFFICE USE ONLY

### APPROVALS:

DEPARTMENT HFAD:	DATE REC'D
<input type="text"/>	<input type="text"/>
BUSINESS MANAGER:	DATE REC'D
<input type="text"/>	<input type="text"/>
FINANCE DEPARTMENT	DATE REC'D
<input type="text"/>	<input type="text"/>