

DAVIDSONVILLE UNITED METHODIST CHURCH
REQUEST FOR REIMBURSEMENT

****MUST ATTACH RECEIPTS TO AVOID DELAY IN PROCESSING CHECK****

Davidsonville United Methodist Church
Request For Reimbursement

(for items not covered by company invoice)

**** must attach receipts to avoid delay in processing ***

Date of Request _____

Date Needed _____

Amount Requested \$ _____

Pay original invoice attached or Pay to:
(full name and address of payee)

Purpose of Payment _____

Budget Line To Charge: _____

Requested By

Approved By

Important Reminders:

Use church sales tax exemption number where practical (available from office)

Special rules apply to unincorporated vendors and on site contactors of the church. It may be necessary to obtain tax numbers and proof of various lines of business insurances.

The Treasurer's box is emptied at least twice weekly. If payable items are properly prepared, checks will be sent within a couple of days. Emergencies can also be handled by calling the Treasurer.

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dumcapform

DUMC – exp reimb form.dot Rev. 11/28/2004

ANNEX B