

Rush River Lutheran Church

Expense Reporting & Reimbursement Form

Directions:

- Complete the form, listing each receipt on a separate line
- Attach original receipts, printed copy receipts for online orders or issued invoicing to the back of this form. (If additional space is needed, please tape to 8 ½ X 11 sheets of paper, then staple all sheets to this form).
- Return this completed form to the Treasurer's folder in the church office

General Guidelines:

- Church purchases should not be co-mingled with personal purchases on the same receipt. Have the cashier ring up church purchases separately.
- To be eligible for reimbursement, receipts must be turned in within 30 days of the date on receipt.
- Purchaser must write the purpose, committee, and/or project on each receipt.
- Committees must approve purchases made on their behalf prior to submitting this form.
- For purchases requiring Council approval, contact the Treasurer (treasurer@RushRiverLutheran.org)
- In-Kind purchases must also be approved prior to receiving In-Kind Giving Credit.

Payable To: _____

Address: _____

Phone Number: _____ Email Address: _____

Method of reimbursement preferred:

- In-Kind Giving Credit Mail Check Leave Check in Office

Store/Vendor	List Items Purchased	Committee/Project/Event	TOTAL
GRAND TOTAL			

Comments, reason for purchase(s):

Requested by: _____ Phone: _____ Date: _____

Approved by: _____ Committee: _____ Date: _____

Approval By Church Treasurer: _____ Check Issued: _____ Date: _____