**PURCHASE REQUISTION / REIMBURSEMENT REQUEST FORM**

**(Payment Request Form)**



**Guidelines and Procedures**

* The Check Requisition must be completed for the purchase of services, or products for church related expenses. A separate check requisition must be submitted for each vendor or check that is requested.
* The check requisition must be approved by Pastor Johnson before purchases can be made. Purchases made without prior approval **WILL NOT** be reimbursed.
* Please contact the Front Office for the Tax ID number prior to shopping to avoid paying tax.
* All related receipts, contracts, invoices, cost quotes/proposals must be submitted along with the Check Requisition. Please note: Contracts may not be negotiated, signed, or secured without prior approval from the Pastor.
* Reimbursements **WILL NOT** be paid without receipts.
* The completed form must be submitted at least 5 working days prior to the date the check is needed.
* Any remaining funds must be returned to the Front Office within one week of the event.

[ ] Purchase Requisition [ ] Reimbursement Request [ ] Earned Income [ ] Return Funds to Ministry

|  |  |
| --- | --- |
| Date Submitted:  | Date Needed:  |
| Requestor Full Name:  | Ministry:  |
| Requestor Email:  | Requestor Phone:  |
| Ministry Event/Activity:  | Event Date:  |
| How will funds be used? |
| Make check payable to:  |
| Mailing Address:       | Address 2:       |
| City:       | State:       | Zip Code:       |
| Amount Requested: $ |
| If this is a reimbursement request, what payment method did you use?: [ ] Check [ ] Debit/Credit Card [ ] PayPal [ ] Other: |
| Please attach all receipts, invoices, price quotes/proposals, contracts, etc.:1. Attached File Description:
2. Attached File Description:
3. Attached File Description:
4. [ ] This is a Purchase Requisition; receipts will be submitted after shopping
 |

Please allow 5 working days to process the check. We will notify you when the check

is ready for pick-up