**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

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| --- | --- | --- |
| 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