

Toulminville-Warren-Street United Methodist Church

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e-mail denice@twsumc.org website: www.twsumc.org

Jenn Lusher, Interim Pastor

Request Purchase/Reimbursement/Honorarium

Date of Request/Reimbursement: _____

Requested By: _____

(Please include mailing address for initial request/reimbursement, to be entered into the computer system.)

Update when needed _____

Address Needed only once!!! _____

Issued To: _____ **Check No.** _____

For: _____ **Purchase** _____ **Reimbursement** _____ **Honorarium** _____

Purchase Item(s)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total + Tax	\$ _____

QUANTITY _____ (Bill, Statement, Voucher, Receipt must be attached)

COST PER ITEM \$ _____	<small>(For Office Use Only)</small> Amount Issued \$ _____
	<small>(For Office Use Only)</small> Amount Spent \$ _____
	<small>(For Office Use Only)</small> Amount Returned \$ _____

Reason for Purchase/Reimbursement:

-----*For Office Use Only*-----

Line Item: _____ **Account:** _____

Work Area Coordinator's Authorization: _____ **Date:** _____

Jenn Lusher, Interim Pastor _____ (initials) **Date** _____

James A. Childs, Finance Committee Chairman _____ (initials) **Date** _____

Monitoring Team(Barbara Vaughan, Adrian Lang, Geneva Hogan) _____ (initials) **Date** _____

Not Reimbursable if not submitted within thirty (30) days.