

ROSE HILL PRESBYTERIAN CHURCH  
Request for Expense Reimbursement

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ By: Check

Pay to \_\_\_\_\_ ACH

Explanation of Expense \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Finance Use Only

Payment:

Authorized Signature \_\_\_\_\_

Date:

Account Number \_\_\_\_\_

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Instructions & Guidelines

- Complete and sign form
- Attach receipt(s)
- If reimbursement request is for Session-approved Special Fund expense, attach Session minutes at which expense was approved
- Obtain authorized signature for ministry area for which expenditure was made, or from another authorized signer (may not be the same person or family member of person requesting reimbursement)
- A list of the authorized signers for each ministry area is maintained in the church office or can be obtained at any time from the Church Treasurer
- Check runs are scheduled for the 5th, 15th, and 25th of each month
- If you wish to set up ACH deposits, please see the Church Treasurer
- Submit to Church Treasurer for expense reimbursement

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