Please use a tax exemption certificate (see secretary) whenever possible to exempt Westgate Church from MA sales tax.

Check Request or Expense Reimbursement Form

Note: Individual receipts that are to be charged to Westgate accounts, do not need this form. Simply note the information below and sign the sales slip.

Check ☐ **One** > > ☐ Please draw check payable to _____ for items listed below, **to be purchased.**
> > ☐ Please reimburse (Print Name) _____ for purchased items listed below.

Date	Items Purchased	Supplier Name	Reason for Purchase	Account or Ministry	$ Amount

For reimbursement, please attach sales slips and circle applicable $ amounts on slips.

TOTAL > > > $_____

Submitted by (Print Name) _____ Date submitted_____

Signature_____

My daytime telephone number, in case there are questions: _____-_____

Reimbursement under $20: Please see Secretary for reimbursement from petty cash.

Price extensions and totals checked by (Signature) _____ Date_____

Petty cash reimbursement received by (Signature) _____ Date_____

Check request or reimbursement $20 or over: Please leave this form in the Treasurer's mailbox

Instructions for check: ☐ Please leave check with (Print Name) _____

☐ Please mail check to (Print Name) _____

At this address:_____

Price extensions and totals checked by (Signature) _____ Date_____

Accounting review and approval by (Signature) _____ Date_____

Paid by check no. _____ Dated_____