

Springboro Baptist Church

Reimbursement Request

Use this form when goods or services have already been purchased.

- 1) Copy your receipt(s) if you want a record
- 2) Print all information below and attach original receipt(s) with items circled for reimbursement
- 3) Obtain signature approval from Ministry Leader, if applicable
- 4) Submit completed form and receipts to Finance Secretary mailbox next to church offices
- 5) Checks processed once a week on Tuesday
- 6) Requests received after checks processed will be processed the following week

Date submitted _____ Mail check or Pick up check _____

Pay to _____ Phone _____

Address _____

City, ST _____ Zip _____

Receipt from	Description of goods or services	Amount

Ministry or Account to be charged _____ Total Reimbursement Amount \$ _____

_____ Ministry Leader _____