

**North Goshen Mennonite Church
Payment/Reimbursement Request Form**

Request Date _____

Person Submitting Request _____

Check the following box if this is a pre-approval request

Check the following box if this is a receipt from a purchase using the church's credit card

Commission Name _____

Budget Line Item or
Restricted Account Name _____

Expense Amount _____

Description of Expense _____

Commission Chair Signature for pre-approval _____

Commission Chair Signature for reimbursement _____

Notes

- All new and non-routine purchases over \$500 must be pre-approved by the Coordinating Council
- After completing form, staple or attach documentation to form, and give to the commission chair (or a commission member in case the commission chair is not available)
- Documentation for pre-approval could include an invoice or quote
- Documentation for reimbursement should be a receipt
- Commission member will need to sign the form and submit it to the Church Treasurer