Topeka Congregation

Reimbursement Form

Community of Christ

Purchasing Instructions:

1. Complete authorization form, including account numbers (see reverseside for account numbers).
2. Obtain Pastorate authorization either written or verbal prior to purchase.
3. Purchase item(s).
4. Submit signed purchase authorization and attached receipts to Accounts Payable Clerk.

Check Payable To:

Name Address City, State, Zip

Description for Purchase:

Allocation of Expense:

Budget Account Name	Acct No	Unit Price	Amount

Total Amount Requested

(See reverse side for account names and account numbers.)

Authorization:

Congregational Finance Officer or Pastorate Date

Accounts Payable Information:

Accounts Payable Clerk Initials Check Date

Check Number Check Amount