

# Topeka Congregation – Expense Reimbursement Form

5252 SW 19<sup>th</sup> Street Topeka KS 66604

### Purchasing Instructions

1. Please obtain authorization prior to purchase from Pastor or Congregation Financial Officer.
2. Purchase Items.
3. List Items on reimbursement form and attach receipt.
4. Obtain signature of person authorizing the purchase.

**Reimbursement Check should be made payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Description of Purchase:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<i>Budget Account Name/Number</i>	<i>Item description</i>	<i>Price</i>
<b>Total Requested</b>		

**Purchase Authorized by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Accounts Payable Information:**

Check Date: \_\_\_\_\_ Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_