

St. Andrew's Lutheran Church of Ames

Request for Check

INSTRUCTIONS

To receive reimbursement for any expense, complete all sections of this form and attach receipts for the expenses. All forms must be signed by a committee chair. If you do not come in to sign on a timely basis, the Council President or Vice-President may be required to sign. The back of this form shows the committee's and line items for the current year's budget. If this form is not complete, you may not receive reimbursement or payment may be delayed.

STEP 1. Pre-approval signature by Treasurer of purchases \$250 or more is required. See Step 3.

STEP 2. Purchase and Reimbursement Information

BANK ACCOUNT (check only ONE bank account):

- General Fund (Operating Budget & budgeted TMT, PRMT)
- Missions Bank Account (non-budget TMT, PRMT)
- Rental Property Bank Account
- EMF Bank Account (internally written)

Date: _____

Request for: (check only ONE)

- Check to vendor or reimbursement
- Credit Card Payment - VISA

Check payable to: _____

Address: _____
(send to) _____

Business Purpose (i.e. youth bonfire, worship supplies, etc.): _____

Date	Description	Committee	Account #	Expense Amount
mm/dd/yy	describe your purchase here	your committee name	see back	\$

(Credit to cash - 1100) **Total to pay \$**

STEP 3. Signatures (email or phone approvals acceptable)

Treasurer signature: _____ **Date:** _____ **Email:** _____
Pre-approval required by Treasurer BEFORE a purchase of \$250 or more is made. (In special cases when the Treasurer is unavailable, the President may sign.) If approved electronically, a copy of this approval must be attached to voucher.

Requesting signature: _____ **Date:** _____ **Email:** _____
Person to be reimbursed or person requesting a vendor/person to be paid

Authorizing signature: _____ **Date:** _____ **Email:** _____
Committee Chair for committee expenses. President, Vice-President, or Treasurer if Requester is Committee Chair or this is a non-committee expense

STEP 4. Attached receipts.

STEP 5. Make a copy for your committee records.