

Covenant CRC Request for Reimbursement Form (2014-2015)

1. INFORMATION:

Who made the purchase(s)? _____ Date _____

Purchased from? _____ Amount _____ **Attach receipt(s)!**

2. ACTION: Please check one of the following so the treasurer knows what to do.

- _____ Please reimburse the person listed above.
- _____ A bill is coming, please pay the bill then.
- _____ A bill is not coming, please pay the bill now.

3. AUTHORIZATION: Check the appropriate Committee/Line Item and have the appropriate person (in parentheses) sign below.

- | | |
|---|---|
| _____ College Relations (Neal DeRoo) | _____ Music (Rebecca DeVries) |
| _____ Council (Mark Christians) | _____ Nursery (Emily Kramer) |
| _____ Creation Tenders (Dave Schelhaas) | _____ Office Expenses (Sara Ploegstra) |
| _____ Education (Barb Tazelaar) | _____ Service & Missions (Craig Hummel) |
| _____ Food Service (Jan Bajema, Kris VP) | _____ Sound (Phil Mouw) |
| _____ Liturgy & Worship (Rebecca DV, Jan V) | _____ Young People (Bob DeSmith/Jason Wyenberg) |
| _____ Maintenance and Repairs: (Ron Oostra) | |

Signature _____

Date _____

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