

Covenant CRC Request for Reimbursement Form (2017-2018)

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.
- Used VISA to pay for this.
- A bill is coming, please pay the bill then.
- A bill is here, please pay the bill now.

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

- | | |
|--|---|
| <input type="checkbox"/> College Relations (Mark Tazelaar) | <input type="checkbox"/> Maintenance and Repairs: (Dave Kramer) |
| <input type="checkbox"/> Council (Mark Tazelaar) | <input type="checkbox"/> Music (Rebecca DeVries) |
| <input type="checkbox"/> Creation Tenders (Dave Schelhaas) | <input type="checkbox"/> Nursery (Ruth Clark) |
| <input type="checkbox"/> Education (Dave Schelhaas) | <input type="checkbox"/> Office Expenses (Sara Ploegstra) |
| <input type="checkbox"/> Fellowship (Nick Breems, Mark Horstman) | <input type="checkbox"/> Service & Missions (Jan Bajema) |
| <input type="checkbox"/> Food Service (Lisa Christians) | <input type="checkbox"/> Sound (Doug DeBoer) |
| <input type="checkbox"/> Liturgy & Worship (Rebecca DV, Sanneke K) | <input type="checkbox"/> Young People (Brian Mellema/Lisa Christians) |

Signature _____

Date _____

Covenant CRC Request for Reimbursement Form (2017-2018)

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.
- Used VISA to pay for this.
- A bill is coming, please pay the bill then.
- A bill is here, please pay the bill now.

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

- | | |
|--|---|
| <input type="checkbox"/> College Relations (Mark Tazelaar) | <input type="checkbox"/> Maintenance and Repairs: (Dave Kramer) |
| <input type="checkbox"/> Council (Mark Tazelaar) | <input type="checkbox"/> Music (Rebecca DeVries) |
| <input type="checkbox"/> Creation Tenders (Dave Schelhaas) | <input type="checkbox"/> Nursery (Ruth Clark) |
| <input type="checkbox"/> Education (Dave Schelhaas) | <input type="checkbox"/> Office Expenses (Sara Ploegstra) |
| <input type="checkbox"/> Fellowship (Nick Breems, Mark Horstman) | <input type="checkbox"/> Service & Missions (Jan Bajema) |
| <input type="checkbox"/> Food Service (Lisa Christians) | <input type="checkbox"/> Sound (Doug DeBoer) |
| <input type="checkbox"/> Liturgy & Worship (Rebecca DV, Sanneke K) | <input type="checkbox"/> Young People (Brian Mellema/Lisa Christians) |

Signature _____

Date _____