

Davisburg United Methodist Church Reimbursement/Deposit Request

Please complete this form and submit to the Administrative Board for review. Submissions will be reviewed and responded to within 30 days of Administrative Board Meeting in which request was submitted. Please make every attempt to include all receipts to be considered on one request to expedite processing and decrease the chance for errors. Please have all requests in to the Church Office within 30 days of receipt date for consideration. If additional time is required, please contact the Finance Committee or Ad Board for request and approval. Please submit original receipts with any personal information blacked out to protect your privacy. Make copies of your original receipts and this form for your personal records. By signing and submitting this form you agree that the requested funds were used for their stated purposes stated. If you did not have prior authorization to make requested reimbursement purchase, DUMC's Finance and/or Ad Board will have final authorization of reimbursement.

Received Date			Review Date			Approved	Approved Amount	Other Amount	IMPORTANT Original Receipts Required - Block Out Personal Info
Month	Day	Year	Month	Day	Year				

Comments Regarding Submission (denial info, additional info required, etc.)

Submitted Date			Name			
Month	Day	Year				

Deposit?		Amount	Address		City	State	Zip
		\$0.00					

Committee to be credited/debited	Email

Approved By (Select One)	Requestor Signature
<input type="radio"/> Pastor <input type="radio"/> Ad Board <input type="radio"/> Finance <input type="radio"/> Com. Chair <input type="radio"/> Event Chair <input type="radio"/> Other	

Approved By Name

Approval Date	Approval Signature	Detailed Explanation Of Reason For Purchase

Month	Day	Year

Was Tax Id. Used

Name Of Location Of Purchase	Items Purchased (Please Be Breif & Explicit)	Amount	Balance
TOTAL			

Please Double Check Your Request For Acuracy. Please Include All Original Receipts With Your Personal Information Blocked Out If Necessary.