

CC TURLOCK REIMBURSEMENT FORM

(Please complete this form, attach receipts, and return to Jason's inbox)

Step 1

Date

Name

Mailing Address

Ministry

Ministry Event

Step 2

STORE WHERE ITEMS WERE PURCHASED	TOTAL
TOTAL OF ALL ITEMS	
(If you need more space please continue on the back of this sheet)	

Step 3

Please total your expenses below by type. For example, food is "Perishable", napkins and plastic utensils are "Supplies", a coffee maker is "Equipment", etc.

Perishables

Supplies

Decorations

Equipment

FOR OFFICE USE

Date

Check

Amount

Expenditure Approved By