 **Ministry Reimbursement Request\***

Ministry title:

Date submitted: Submitted by:

 Budgeted item Non-budgeted item Amount: $ Receipt attached Y/N

Paid to (vender):

Funds will be used for:

Signed:

For Treasurer use

Date received: Approved Additional info requested Disapproved

Church Budget Account:

Signed: Date signed:

\***Fairview Church Expense Remuneration Procedure**: Please include paid receipt(s) with remuneration requests. If payment is not from an approved Ministry budget from which you are authorized to spend against, please obtain pre-approval of expenditure from Fairview Treasurer via “Fairview Pre-approval of Unbudgeted Expenditure” form.