



DERWOOD
BIBLE CHURCH

Check & Reimbursement Request Form
Derwood Bible Church ~ 16011 Chiefain Avenue ~ Derwood, MD 20855

Please fill out this form in its entirety and attach the receipts (original or copy) of the activities / items purchased for which you would like to be reimbursed or have a check issued. You must obtain approval and acquire signatures from both the the ministry leader and authorizing Pastor before turning in the request. Thank you.

Party to be Paid: _____ Today's Date: _____
Address: _____ Total \$ to be Paid / Reimbursed: \$ _____

Purchase: _____
Activity: _____
Example: 12/22/07 Best Buy Bob Evans John Smith, Joe Miller New Back-Up Hard Drive for Server 9340 ~ Computer Equipment \$ 329.97
Example: 12/22/07 Discuss Elder candidate process 9205 ~ Elder Expenses \$ 44.85

Date	Where	With Whom	Description of Item(s) Purchased What / Why	Ministry / Budget Account Number & Category	Dollar Amount

Printed Name of Ministry Leader: _____ Date: _____
Signature of Ministry Leader: _____

Printed Name of Authorizing Pastor: _____ Date: _____
Signature of Authorizing Pastor: _____