



Messiah Lutheran Church Expenditure Request Form

Please place this completed form in the Treasurer's Mailbox in the Worship Center Main Office by **Wednesday at 9:00am**. Suzanne our bookkeeper picks up forms on a weekly basis and will put all reimbursement checks in the mail by the following Monday at latest. For any questions on reimbursement, please contact Suzanne directly at spsmedes@earthlink.net. If it's your first time emailing her, a message will bounce back to confirm you're not a spammer. You'll only need to respond to this message once. Thank you!

Date: _____

Circle one: REIMBURSEMENT INVOICE TO BE PAID CHURCH CREDIT CARD EXPEDITURE

Pay to the order of: _____

Requested by: _____ Phone: _____

Mailing address: _____

Amount spent: _____

Budget line to be applied to: _____

Reason for expenditure: _____

FOR TREASURER & BOOKKEEPER'S USE ONLY

Check number: _____ Date paid: _____



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