

Type of Expense:

- Personal Reimbursement
- Invoice to be Paid
- Capital Church Credit Card
- Merchant Credit Card (Home Depot, Ace, Grainger, etc.)



CAPITAL CHURCH

PURCHASE REQUEST / RECONCILIATION FORM

- Directions:
1. Indicate the "Type of Expense" by checking the appropriate box in the upper left corner. Please use a SEPARATE form for each different "Type of Expense" submitted.
 2. Fill in the chart below for each purchase.
 3. For "Personal Reimbursement" or "Invoice to be Paid" requests, please complete all information in the lower left hand box.
 4. Attach a copy of the invoice and/or all associated receipts to the back of this form.

Submitted By: _____

Date Submitted: _____

Date of Purchase	Vendor	Cost	Ministry/Fund & Category for Allocation (see back of this sheet)	Description of Purchase	Pre-Approved By
TOTAL					

For REIMBURSEMENT or INVOICE PAYMENT Requests:

Total Amount Due: _____

Payment Due Date: _____

Make Check Payable To: _____

Notes:

- 1) To receive reimbursement, submit completed form to your ministry leader for approval.
- 2) Purchases for Capital are tax-exempt. Please obtain Tax-Exempt form from church Office.
- 3) Pre-approval is required for all purchases over \$250.00.

Business Office Use Only

Check No: _____

Date Paid: _____

Bank Acct: _____