



Vanderbilt Presbyterian Church
FINANCIAL REQUEST FORM

<input type="checkbox"/> Reimbursement	<input type="checkbox"/> Check Request	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Other
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Today's Date: _____ / _____ / _____

Ministry Team/Dept.: _____

Charge to (budget code): _____

Invoice No.: _____

Vendor: _____

Vendor Address: _____

Make Check Payable To: _____

In the Amount of: \$ _____

Items purchased (or to be purchased): _____

Reason for purchase: _____

Need By Date: _____

Checks are usually processed on Wednesdays.

However, please allow one week for all checks to be processed.

Attach appropriate invoice and/or receipts to this form for payment.

In order to be reimbursed for expenses, receipts must be processed within 60 (sixty) days of purchase.

- Call me when the check is ready
- Mail Check
- Place in the _____ Church Mail Box (if applicable)

Requested By: _____

Date: _____

Approved By: _____

Date: _____

Business Manager: _____

Date: _____

