



## REIMBURSEMENT FORM INSTRUCTIONS

Please use the form on the back of this page to submit expense items to the church treasurer for reimbursement. Please follow the guidelines below to ensure that expensed items are reimbursed as quickly and efficiently as possible.

Note that forms that are incorrectly filled out, improperly signed, or have missing receipts will be returned for correction before processing. This could substantially delay the reimbursement process.

### STEPS TO A SUCCESSFUL REIMBURSEMENT:

- All reimbursement requests must be accompanied by a reimbursement form and submitted within 30 days of purchase.
- Only original receipts will be accepted (with the exception of printed receipts from online orders).
- All receipts must be attached to a standard 8½ x 11 sheet of paper. Multiple receipts may be attached to the same sheet. *Loose receipts will not be accepted.*
- The deacons must approve all reimbursement requests for any charge within their area of responsibility. Any reimbursement request without a deacon signature will not be processed. The church treasurer will approve all requests in the Administration area of the budget.
- The deacons must be notified by email ([deacons@abbeforemdchurch.org](mailto:deacons@abbeforemdchurch.org)) or in writing to approve all requests over \$100 **before** the purchase is made. Note that large purchase requests may need to be approved by consistory, which can add time to the approval process.



# Abbe Reformed Church

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(716) 355-6336 Church Office  
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## REIMBURSEMENT REQUEST

To request a reimbursement, please fill out this form. All receipts should be listed below and the form must be signed by the responsible deacon. When completed, attach all related receipts and submit the form to the church treasurer for processing.

Date:

Name:   
Phone:   
Email:

Address:

Purchase Date	Budget to Charge	Reason for Purchase	Amount

Comments:

Total Amount:

Authorized By:

Name:   
Signature:   
Date:

### Internal Use Only

Amount Paid	Check No.	Date