

**Reimbursement Policy:** *No monies are to be spent for any ministry of the church without the knowledge and consent of the leader (Chair, Director, Etc.) of that ministry. And if money is spent without the consent of the leader—no reimbursement will be paid.*

*So, what do I do if I want to spend money/be reimbursed for money I spend on ministry?*

1) Speak to the ministry/committee leader and get their consent, 2) Complete a requisition form (example below) and place it in the treasurer's tray (on his desk in the office). At his earliest opportunity he will write you a reimbursement check. If you have any questions, feel free to ask Pastor Brad.

## Requisition Form

Date: \_\_\_\_\_ Amount to be spent/reimbursed: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Make check payable to: \_\_\_\_\_

Budget this request is coming out of:

\_\_\_ Audio Visual (Jason Lynch)

\_\_\_ Benevolence (Dennis Blue)

\_\_\_ Children (Desiree Willett)

\_\_\_ Decorating (Jean Blue)

\_\_\_ Music (Arlyn Willett)

\_\_\_ Trustees (Todd Winters)

\_\_\_ Youth (Denise Perz)

Signature of Ministry Leader: \_\_\_\_\_