

Rolling Oaks Baptist Church

Purchase Approval and Reimbursement Form

(Revised 2/23/2013)

- Purchases equal to or over \$100.00 must be approved by the Financial Stewardship Committee **prior to purchase**. Financial Stewardship Committee Chair/Vice Chair will sign for the committee.
- Purchases under \$100 must be approved by the Pastor, appropriate Committee Chair, or a Member of the Financial Stewardship Committee **prior to purchase**.

Purchase Request/Approval

Date of request: ____ / ____ /20____

Items to be purchased: _____

Purpose: _____

Estimated Total Cost: \$_____

Requestor: _____ Position: _____
(Printed Name) (Signature)

Date of approval: ____ / ____ /20____

Approved by: _____ Position: _____
(Printed Name) (Signature)

Ensure that you have a Tax Exempt Form. Taxes will not be reimbursed, and should not be charged on church credit card. Taxes charged on Church credit card will be reimbursed to the church by the individual using the credit card.

Reimbursement Request or Proof of Purchase

Attach original receipt (one receipt per form) and check appropriate box

Purchased with personal funds, requesting reimbursement:

Bought with church account, reporting purchase:

Date of Purchase: ____ / ____ /20____

Date of Form Submission: _____

Purchaser: _____ Phone Number: _____
(Printed Name)

Items Purchased from _____

List items purchased on the back of the form Total Cost \$_____

Purchased using:

- Personal funds and requesting reimbursement
- Church Credit Card (Last 4 of credit card number) _____
- Lifeway Account

*** Office Use Only ***

Date Form Received: ____ / ____ /20____ If Reimbursement: Check # _____ Date: ____ / ____ /20____

Receipt of check: ____ / ____ /20____ by _____

Items Purchased

<u>Item</u>	<u>Quantity</u>	<u>Cost Each</u>	<u>Item Cost</u>
1. _____	_____	x \$ _____ =	\$ _____
2. _____	_____	x \$ _____ =	\$ _____
3. _____	_____	x \$ _____ =	\$ _____
4. _____	_____	x \$ _____ =	\$ _____
5. _____	_____	x \$ _____ =	\$ _____
6. _____	_____	x \$ _____ =	\$ _____
7. _____	_____	x \$ _____ =	\$ _____
8. _____	_____	x \$ _____ =	\$ _____
9. _____	_____	x \$ _____ =	\$ _____
10. _____	_____	x \$ _____ =	\$ _____
11. _____	_____	x \$ _____ =	\$ _____
12. _____	_____	x \$ _____ =	\$ _____
13. _____	_____	x \$ _____ =	\$ _____
14. _____	_____	x \$ _____ =	\$ _____
15. _____	_____	x \$ _____ =	\$ _____
16. _____	_____	x \$ _____ =	\$ _____
17. _____	_____	x \$ _____ =	\$ _____
18. _____	_____	x \$ _____ =	\$ _____
19. _____	_____	x \$ _____ =	\$ _____
20. _____	_____	x \$ _____ =	\$ _____
21. _____	_____	x \$ _____ =	\$ _____
22. _____	_____	x \$ _____ =	\$ _____
23. _____	_____	x \$ _____ =	\$ _____
24. _____	_____	x \$ _____ =	\$ _____
25. _____	_____	x \$ _____ =	\$ _____

(Copy Total Cost to the front of the form)

Total Cost \$ _____