



REIMBURSEMENT FORM

Date of Request:
Check Payable To:
Amount:
Reason for Expense:
Ministry Team:
Signature:
Printed Name:
Comments:

Our Savior's Lutheran Church Reimbursement Policy

Requests for reimbursement should be made within 60 days from purchase or by the end of the business year of purchase, whichever comes first. A copy of the receipt must be attached with the reimbursement form.

Reimbursements will be made within 7 calendar days of the request date.

Any expense in excess of \$500 requires Leadership Team approval prior to the purchase being made.

If funds are needed prior to purchase, submit this form at least 7 calendar days before purchase is to be made and include vendor's name, address, and exact amount of purchase on the form. Receipt must be submitted within 7 calendar days since issue of the check.

Reimbursement forms are available in the church office or online at www.oursaviorshartland.org.

Any exceptions to the reimbursement policy need prior approval from the Our Savior's business manager.