

**CHECK REQUEST /
EXPENSE REIMBURSEMENT REQUEST /
DONATION RECOGNITION FORM**
Church Ministry Accounts

1. Print and complete this form to request payment / reimbursement for monies you have spent on NPC expenses.
If you choose, you may have the amount credited to you as a donation in addition to your annual pledge.
2. **Attach receipts corresponding to this request.**
3. Turn the form into the appropriate ministry chair for them to approve this expenditure by signing.
4. The completed form can then be turned into the church office.

KEEP A COPY OF THIS FORM AND ALL RECIEPTS FOR YOUR RECORDS.

CHECKS ARE WRITTEN ON MONDAYS. Contact the NPC Finance Secretary with questions: npcfinance@newnanpres.org.

DATE: _____

AMOUNT REQUESTED: _____

PAY TO THE ORDER OF:

Name / Company: _____

Address: _____

City: _____ State: _____ Zip: _____

METHOD OF REIMBURSEMENT:

Issue a check from NPC

Credit my NPC Statement of Giving

CHECK HANDLING PREFERENCE:

HAND CHECK TO PAYEE

MAIL CHECK TO ABOVE ADDRESS

GIVE CHECK TO: _____

EXPLAIN / LIST MATERIALS PURCHASED:

Ministry Account (Budgeted or Designated): _____

REQUESTED BY SIGNATURE: _____

MINISTRY CHAIR SIGNATURE: _____