



## Purchases and Reimbursements Form

- I have purchased these items on behalf of GRASSROOTS Church and am submitting receipts for reimbursement.
  - Please mail me a check
  - I will pick up a check
- This is a record of items GRASSROOTS Church has paid for via the GRASSROOTS Church debit or credit card, a check, or petty cash.

Submission Date: \_\_\_\_\_  
 Name\*: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Vendor (Name of Business from whom the Purchase was made)**

A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_  
 D: \_\_\_\_\_ E: \_\_\_\_\_ F: \_\_\_\_\_  
 G: \_\_\_\_\_ H: \_\_\_\_\_ I: \_\_\_\_\_

Date	Item(s)	Description/Ministry Purpose	Vendor	Price	Budget Acct#
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

*Please staple copies of all receipts to this form and circle the date and purchase amount.*      **Grand Total: \$** \_\_\_\_\_

*Office Use Only*

Check Printed    Check #: \_\_\_\_\_    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

\* Please include your middle initial