



## *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: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

D: \_\_\_\_\_ E: \_\_\_\_\_ F: \_\_\_\_\_

G: \_\_\_\_\_ H: \_\_\_\_\_ I: \_\_\_\_\_

J: \_\_\_\_\_ K: \_\_\_\_\_ L: \_\_\_\_\_

<i>Date</i>	<i>Item(s)</i>	<i>Description/Ministry Purpose</i>	<i>Vendor</i>	<i>Price</i>	<i>Budget Acct#</i>
				\$	
				\$	
				\$	
				\$	
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				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
<b>Total</b>				\$	

*Please staple all original receipts to this form. Please circle the date and purchase amount.*

*Office Use Only*

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