



## General Purchases and Reimbursements Form

- This is a *record of items I've purchased* on behalf of GRASSROOTS Church **using church funds (debit, check, cash).**
- This is a *reimbursement request for items I've purchased* on behalf of GRASSROOTS Church **using my own funds.**

Submission Date: \_\_\_\_\_

**Vendor: Name of the seller (business, person, etc.)**

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

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

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

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

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

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

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

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

M: \_\_\_\_\_ N: \_\_\_\_\_ O: \_\_\_\_\_

<i>Date</i>	<i><u>Account</u></i>	<i>Item description and ministry purpose</i>	<i>Vendor</i>	<i>Price</i>
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b><i>Please attach all original receipts to this form (circle the DATE and PURCHASE TOTAL).</i></b>			<b>Total</b>	\$

*Office Use Only*

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