



CHECK REQUEST AND EXPENSE REIMBURSEMENT FORM

REQUESTOR

Request Date:

Requested by:

Phone/Email:

Payable to (if different):

Mail to address:

Signature:

Account	Description/Purpose	Amount
TOTAL		

TEAM LEADER

Approval Date:

Approved by:

Signature:

Notes:

CHECK REQUEST AND EXPENSE REIMBURSEMENT FORM INSTRUCTIONS

Instructions for Requestors:

- Thank you for serving! Our goal is to get you reimbursed as quickly as possible. Please help us by filling out the REQUESTOR section of this form completely.
- For expense reimbursement, staple your receipts to the back of this form.
- If you made a purchase with the church credit card, please note "Church Credit Card" in the "Payable To" field and remember to attach the receipts.
- For a check request, attach your invoice, statement or other documentation to the back of this form.
- Deliver this form to the appropriate Team Leader (listed below) for approval. If the Team Leader is unavailable, deliver to the appropriate Staff/Council member.

Instructions for Team Leaders:

- Please review the REQUESTOR information and ensure that all expenses are coded to the correct account number, the purpose of the expenditure is clear, and the math is correct. **Team Leaders may not approve their own requests.** Please give your request to the Staff/Council member assigned to your area.
- Deliver the signed and completed form, along with supporting documents to the LCR Bookkeeper mailbox in the church office.

Following these instructions will allow us to process your request within 7 to 10 days from receipt (amounts over \$2,000 may take longer).

Ministry/Support Area	Team Leader	Staff
Worship & Music	Suzanne Demosthenes	Julian Calvin
Youth & Family		Pastor Ruth
Facilities	Charles Demosthenes	Sigrid Thies-Smith
Evangelism		
Outreach	L Reising/G O'Donnell	Pastor Ruth
Fellowship	Cristi Minard	Sigrid Thies-Smith
Christian Response	Kurt Shreiner	Pastor Ruth
Adult Faith Formation	Susan Lautenbacher	Pastor Ruth
Office Admin		Sigrid Thies-Smith
Finance	John Vargo	Sigrid Thies-Smith
Physical Assets	Charles Demosthenes	Sigrid Thies-Smith
Technology	Rob Davis	Sigrid Thies-Smith