Church Reimbursement Policy

Any money spent by any member of the church on the activities of the church will not be reimbursed unless they have an approved reimbursement form prior to purchase.

Reimbursement forms are available from the treasurer and secretary and must be approved by the senior pastor or the treasurer and one additional member of the administrative committee.

A Reimbursement form is as follows:

I………………………………………………………………………………..

Am making the following purchase:

For the following purpose:

For the amount of: $

This includes GST of: $

Which shall be submitted into the following account

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BSB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acc no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This purchase has been authorised by the following two valid signatories.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Name:

Date: Date:

Please attach a copy of receipt of purchase.