

Spirit and Truth Worship Center  
277 Main Street  
Loganville, GA 30052

Curt W. Buckmire    Nedra L. Buckmire  
Senior Pastor        Pastor



## REQUISITION / REIMBURSEMENT FORM

MINISTRY: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR: GUESTS / HOTEL / TRAVEL / MATERIALS / SERVICES / CONSULTATION / ETC.**

**CHECK**     **CREDIT CARD**        **AMOUNT OF REQUEST: \$** \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

PURPOSE FOR REQUEST: \_\_\_\_\_

SIGNED BY MINISTRY LEADER: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**FINANCE MINISTRY USE ONLY**

\_\_\_\_\_ APPROVED    \_\_\_\_\_ DENIED

NEED ADDITIONAL INFORMATION: CHECK #: \_\_\_\_\_ CHECK DATE: \_\_\_\_\_

Approved For Payment By: \_\_\_\_\_

*ALL REQUESTS MUST BE SIGNED BY THE ELDER OVER THE MINISTRY.*

*PLEASE ALLOW 2 WEEKS FOR PROCESSING. CHECKS ARE PROCESSED ON THE 1<sup>ST</sup> AND 15<sup>TH</sup> OF EACH MONTH*