

**SAMPLE CHURCH MINISTRY  
REIMBURSEMENT FORM**

**MINISTRY ACCOUNT : 0000000**

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

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

Date Submitted: \_\_\_\_\_

Approved by: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Cost before Tax: \$ \_\_\_\_\_  
HST: \$ \_\_\_\_\_  
Total Including Tax: \$ \_\_\_\_\_

Receipt Attached  YES (Required)

**OFFICE USE ONLY**

**Payment:** Cheque No.: \_\_\_\_\_  
Petty Cash: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Processed By: \_\_\_\_\_

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