Denton Bible Church

Check Request

Reimbursement	Vendor Payment	Cash Advance	Grant Payment	
Name			Check Distribution	
			Put in Mailroom Mailbox	
Address		-	Mail to Above Address	
Autress			Direct Deposit	
		-	W-9 On File (See "IMPORT	'ANT")
City, State Zip			On file	
		_	Attached	
			Not Applicable	

Notes for Special Instructions

IMPORTANT

*IRS Guidelines require the reporting of the "business purpose" of expenses. Please indicate the business purpose of each expense.

*Requests for reimbursement must be accompanied by receipts for each purchase. A missing receipt will result in the return of your request.

*Denton Bible Church does not reimburse sales tax. Requests that include tax will be adjusted accordingly.

*Denton Bible Church requires that all receipts and excess monies related to cash advances be returned within 10 days.

*IRS Guidelines require a W-9 to be on file for all companies that are not incorporated. Please make sure that a W-9 is filled out and returned with the check request if the vendor is new. If there is no W-9, the request will sent back until completed. Please keep a copy of new W-9's for your records

DATE m/d/y	VENDOR PAID/Mileage	BUSINESS PURPOSE	ACCT #	PROJECT CODE	AMOUNT	R
						1
						+
						
		TOTAL CHECK DECHEST				+

TOTAL CHECK REQUEST

DON'T FORGET

* Please PRINT IN INK. Incomplete or illegible forms may be returned.* Keep a copy of your receipts and this reimbursement for your files

Min. Dir.	Appv.
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Yes

FOR OFFICE USE ONLY