

Denton Bible Church

Check Request

Reimbursement

☐

Vendor Payment

☐

Cash Advance

☐

Grant Payment

☐

Name

Address

City, State Zip

Check Distribution

Put in Mailroom Mailbox

☐

Mail to Above Address

☐

Direct Deposit

☐

W-9 On File (See "IMPORTANT")

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 #	AMOUNT	R

SUBTOTAL (PAGE ONE)

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

FOR OFFICE USE ONLY

Approved

Min. Dir. Appv.

Date:

All Receipts Attached?

Yes

No

Check Request

SUBTOTAL (PAGE TWO)

Check Request

SUBTOTAL (PAGE THREE)		