

I am requesting reimbursement for the following expense for which an itemized receipt was unavailable for my accounting. Name: Ministry: Reason for missing receipt: Purchase date: Amount: Merchant/Payee Name: Location/Address: Description of Expenditure: Two signatures are required to confirm this purchase and certify that the above information is an appropriate ministry expense. Signature Signature Date Date I am requesting reimbursement for the following expense for which an itemized receipt was unavailable for my accounting. Name: Ministry: Reason for missing receipt: Purchase date: Amount: Location/Address: Merchant/Payee Name: Description of Expenditure: Two signatures are required to confirm this purchase and certify that the above information is an appropriate ministry expense. Signature Signature Date Date I am requesting reimbursement for the following expense for which an itemized receipt was unavailable for my accounting. Name: Ministry: Reason for missing receipt: Purchase date: Amount: Merchant/Payee Name: Location/Address:

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