



CHECK REQUEST AND EXPENSE REIMBURSEMENT FORM

REQUESTOR

Request Date: _____

Requested by: _____

Phone/Email: _____

Payable to (if different): _____

Mail To Address: _____

Signature: _____

Account	Description/Purpose	Amount
TOTAL		

TEAM LEADER

Approval Date: _____

Approved by: _____

Signature: _____

Notes: _____

OFFICE

Check Date: _____

Mail Date: _____

Check #: _____

Receipts?: Y N

Initial: _____

CHECK REQUEST AND EXPENSE REIMBURSEMENT FORM INSTRUCTIONS

Instructions for Requestors:

- Thank you for serving! Our goal is to get you reimbursed as quickly as possible. Please help us by filling out the REQUESTOR section of this form completely.
- For expense reimbursement, staple your receipts to the back of this form.
- If you made a purchase with the church credit card, please note "Church Credit Card" in the "Payable To" field and remember to attach the receipts.
- For a check request, attach your invoice, statement or other documentation to the back of this form.
- Deliver this form to the appropriate Team Leader (listed below) for approval. If the Team Leader is unavailable, deliver to the appropriate Staff/Council member.

Instructions for Team Leaders:

- Please review the REQUESTOR information and ensure that all expenses are coded to the correct account number, the purpose of the expenditure is clear, and the math is correct. **Team Leaders may not approve their own requests.** Please give your request to the Staff/Council member assigned to your area.
- Deliver the signed and completed form, along with supporting documents to the LCR Bookkeeper mailbox in the church office.

Following these instructions will allow us to process your request within 7 to 10 days from receipt (amounts over \$2000 may take longer).

Ministry/Support Area	Team Leader	Staff
Worship & Music	Deanna Topping	Helen Phelps
Youth & Family		Andrea Roche
Facilities		Emily Gantert
Evangelism		Pastor Dave Helfrich
Outreach	John Didicher	Pastor Dave Helfrich
Fellowship	Tanja Luttrell	Emily Gantert
Christian Response	Chuck Kinney	Pastor Dave
Adult Faith Formation	Sue Logan	Pastor Dave Helfrich
Office Admin	Sigrid Theis-Smith	Emily Gantert
Finance	George O'Donnell	Craig Peebles
Physical Assets	Bob Rose	Emily Gantert
Technology	Jerry Pantelakis	Emily Gantert