

Rothbury Community Church

Request for Check/Reimbursement

Please make check in the amount of \$ _____ payable to: _____

Item	Account/Category	Amount
Total		

Requested by: _____ Phone: _____

Attach receipts and submit to the office. Checks are prepared on Thursday and signed on Sunday, unless other arrangements are made.

Approved by: _____ Date: _____ Check #: _____

Attach receipts here

Deacons, Elders, and Staff are allowed to approve non-capitol expenditures of up to \$50 in their respective areas of budget responsibility without treasurer approval. Any expenditures of \$50 in their area must be pre-approved by the treasurer and any expenditures over the respective budgets must be approved by the Deacon Board. (Adopted 3/17/1994)