Ward Reimbursement Request

Ward: _____ Date: _____

Ward budget funds should be used to pay for all ward activities, programs, manuals, and supplies. The bishop must authorize all expenses. If you made a purchase for your organization and need to be reimbursed, fill out this form and put the receipt inside the envelope (do not seal the envelope). Then give it to a bishopric member or clerk. The clerk will enter the expense, print a reimbursement check, and file this envelope with the ward records.

_____

↑ Description of expense

_____ _____

Organization Organization leader's signature

_____ _____

Person to be reimbursed Bishop's signature

_____ _____

Total amount spent – Sales tax = Total minus tax Date entered and printed by clerk

Stake Reimbursement Request

Stake: _____ Date: _____

Stake budget funds should be used to pay for all stake activities, programs, manuals, and supplies. The stake president must authorize all expenses. If you made a purchase for your organization and need to be reimbursed, fill out this form and put the receipt inside the envelope (do not seal the envelope). Then give it to a stake presidency member or clerk. The clerk will enter the expense, print a reimbursement check, and file this envelope with the stake records.

_____

↑ Description of expense

_____ _____

Organization | Organization leader's signature

_____ _____

Person to be reimbursed | Stake president's signature

_____ _____

Total amount spent – Sales tax = Total minus tax | Date entered and printed by clerk