Leader should get approval Bishop approval BEFORE expense is incurred, have the Organizational President sign and approve and provide all receipts necessary

Reimbursement Request / Expense Authorization Form Bloomington Ward

This request is for [ ] A reimbursement [ ] Fast Offering Disbursement [ ] An advance Payment

Requester's Name:_____ Payable To:_____

Amount To Reimburse: $_____**Details of Expense**_____

_____

_____

Budget or Fast-offering category: _____ Recipient: _____.

See Categories on back

Requester's signature: _____ Date: _____.

Organizational president's signature:_____Date: _____.

Bishop's signature:_____Date:_____.

**** Submit to Ward Financial Clerk After Bishop Approval **** **Clerk Initial Here**_____

Online #_____

Check #_____ Reimbursement Amount: $_____ Date _____

Leader should get approval Bishop approval BEFORE expense is incurred, have the Organizational President sign and approve and provide all receipts necessary

Reimbursement Request / Expense Authorization Form Bloomington Ward

Requester's Name:_____ Payable To:_____

Amount To Reimburse: $_____**Details of Expense**_____

_____

_____

Budget or Fast-offering category: _____ Recipient: _____.

See Categories on back

Requester's signature: _____ Date: _____.

Organizational president's signature:_____Date: _____.

Bishop's signature:_____Date:_____.

**** Submit to Ward Financial Clerk After Bishop Approval **** **Clerk Initial Here**_____

Online #_____

Check # _____ Reimbursement Amount: $_____ Date _____

Budget Category:

- Ward Activity
- Boy Scouts
- Budget Allocations
- Curriculum
- Distribution Center Charges
- Elders Quorum
- High Priests
- Library
- Miscellaneous
- Primary
- Relief Society
- Single Adults
- Sunday School
- Young Men
- Young Women
- Family History Center

Note: If no receipt available, a handwritten signed receipt detailing expense is required

Fast Offering Expenditure:

- Food
- Housing
- Medical
- Other
- Utilities

Other:

- Authorized Member- Financed Activities
- Authorized Member-Humanitarian Aid
- Authorized Member-Young Men / Young Women Flag Project
- Other – Specify_____

Ward Missionary Fund:

- Ward Missionary Fund
- Ward Missionary Fund: Specify_____.

Budget Category:

- Ward Activity
- Boy Scouts
- Budget Allocations
- Curriculum
- Distribution Center Charges
- Elders Quorum
- High Priests
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- Ward Missionary Fund
- Ward Missionary Fund: Specify_____.