Filling out the ward reimbursement form

9-15-22

The ward reimbursement PAPER expense request form should be filled out for ALL expense requests, both for online and check transactions. All original receipts should be attached to this form and both the leader and person requesting funds, should sign in the proper places.

For Leaders and counselors-

1. Fill in **Requester Name and Payable to:**
2. **Amount to reimburse (including tax)**
3. **Details of expense-** explain what the funds are being used in detail.
4. **Budget or Fast Offering Category-** list what organization such as Young Women's, Young Men's etc.
5. **Requester's Signature-** person who will receive the funds should sign here
6. **Date**
7. **Organizational president's signature-** Leader must sign
8. **Bishop's signature and date-** have bishop sign and date

If submitting expense online, scan and upload all paperwork. Note- ALL members are encouraged to go into their account online and fill in the proper information to be able to receive payments online. If you choose to be paid by check, expect the process to take longer.

Go online and submit expense.

When completed, all paperwork must be sent to Chuck Caho 3032 Ann Drive Bloomington, IL 61704 or drop it at the clerk's office.