

Reimbursement Request



Instructions:

- (1) Provide the information requested below.
- (2) For purchases greater than \$250, please contact Brian McCurry prior to purchase for approval. Phone: (919) 545-4504 or E-mail: bmccurry@chathamchurch.org
- (3) Mail the completed form, receipts, and approval (if needed) to: Jamey Terrell, 200 Stonehill Rd., Chapel Hill, NC 27516

Personal Info (Check will be mailed here)

Name: _____
 Address: _____

 Phone: _____
 E-mail: _____

Item	Date	Vendor	Item(s) Purchased	Amount	Ministry Purpose
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total:					