

**Highland Mennonite Brethren Church
Policy Manual
Signing Authority Policy**

Appendix 1 - Reimbursement Request

To be reimbursed for expenses incurred on behalf of a Highland Mennonite Brethren Church ministry, be sure to get approval from the appropriate Core Ministry Coordinator prior to making the purchase. Complete this form, attach all receipts, have the Core Ministry Coordinator sign their approval, then submit it to the church office or treasurer.

Reimbursement requested on: _____ (Date)

Requested by: _____ (Purchaser)

Purchased at: _____ (Supplier)

Purchased for: _____ (Ministry)

Description	Cost	GST	Total
Totals			

Approval:

Coordinator Signature: _____ Date: _____

Office Use Only

Date: _____

Cheque #: _____

Budget Category #: _____