

DONATION OF MATERIALS/SUPPLIES FORM

POWHATAN UNITED METHODIST CHURCH

This form should be used when a church member or donor personally paid for a church expense and requested the donation be applied to their contribution statement to the church, in lieu of reimbursement.

Please attach the receipts or invoice.

Date of request or invoice:

Donor's Name & Address _____

Apply donation to Budgeted Account Name:

Amount: \$ _____

This amount must be substantiated by a receipt

Description: _____

Approved by: _____

Print Name

Signature

Date