

**VENDOR ACCOUNT REIMBURSEMENT FORM**

**POWHATAN UNITED METHODIST CHURCH**

This form should be used when a purchase has been made and charged to a vendor account.

For Example: Cokesbury or Church Credit Card

**RECEIPTS/INVOICE & APPROVED DETAIL PLAN (IF APPLICABLE) MUST BE ATTACHED.**

Vendor Account: \_\_\_\_\_

Date Account Charged: \_\_\_\_\_

Apply Expense to the Following:

Budget Account Name: \_\_\_\_\_

Designated Account Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Description: \_\_\_\_\_

I hereby certify the expenses that I have outlined above are on behalf of a current budgeted line item or a previously designated mission of PUMC.

Requestor: \_\_\_\_\_

Print Name

Signature

Date

Approved by: \_\_\_\_\_

Print Name

Signature

Date