REIMBURSEMENT REQUEST

Living Faith Community Church
1715 Grandstand
San Antonio, TX 78238
Phone: 210-521-6344

Please obtain approval before making any purchases for which the church will be financially responsible.

Date of Request: _____

Requested by: _____

Ministry: _____

Vendor	Description of Items Purchased	Cost
Total		$ -

Please staple receipts to the top left corner of this form and place in LaTanya's box at the reception desk.

Check made payable to: _____

Signature: _____

For Finance Use Only:

Approved by: _____

Date Paid: _____

Check Number: _____

Budget Line Item: _____