

**Mt. Pisgah United Methodist Church
Reimbursement / Check Request Form**

Please complete this form when requesting reimbursement for expenses incurred on behalf of Mt. Pisgah United Methodist Church or for other non-recurring, unusual check requests. Most requests require the approval of a staff member; see the authorized approver list on the back. Checks are processed on Tuesdays and signed on Wednesdays. Receipts or other appropriate documentation must be attached.

Date: _____

Church Program or Account: _____

Amount: _____

Description of expense: _____

This expense is (please check one):

Budgeted

Non-Budgeted

From Restricted Funds

Date Check Needed: _____

Payable to: Name: _____

Street Address: _____

City, State, Zip: _____

Check should be (please check one):

Mailed to above address

Returned to church mailbox

Other

(specify on line below)

Special Instructions: _____

Requested By

Approved By

Mt. Pisgah United Methodist Church Reimbursement / Check Request Form

Branch/Account	Disbursement Description	Signature #1	Signature #2	Notes
Adult Ministry	Restricted Fund disbursements	Associate Pastor	Adult Ministry Branch Steward	
	Operating Expenses			
Agency Funds	UMC Advances	Individual making the donation	Finance Manager	<i>Authorized to forward donations by MPUMC donors to the Conference.</i>
Children's Ministry	Restricted Fund disbursements	Dir of Children's Ministry	Children's Ministry Branch Steward	
	Operating Expenses			
Finance	Misc. Restricted Gifts Fund disbursements	Lead Pastor	Finance Manager	<i>Used for rare gifts with restrictions that are not branch-specific. Finance Manager provides research & supporting documentation.</i>
	Memorials & Special Gifts Fund disbursements	Chair of the Special Gifts Fund	Finance Branch Steward	<i>Disbursements are authorized by committee.</i>
Historian Fund	Fund disbursements	Associate Pastor	Historian	
Mission Branch	Restricted Fund disbursements	Associate Pastor	Mission Branch Steward	
	Operating Expenses			
	Other Benevolent Organizations	Finance Manager	Mission Branch Steward	<i>Authorized to forward MPUMC donations & fundraising proceeds to the named organization.</i>
Office Expenses	HW & SE Purchased	Office Manager	Finance Branch Rep to the Administrative budget	
	IT Consulting & Maintenance			
	All Other Expenses			
Pastors' Funds	Benevolence Fund disbursements	Pastors	Office Manager	
Stewardship	Operating Expenses	Lead Pastor	Stewardship Branch Steward	
Trustees	Landscaping Fund disbursements	Landscaping Committee Chair	Trustees Steward	
	Cemetery Fund disbursements	Landscaping Committee Chair	Trustees Steward	
	Repair & Maintenance Expenses	Buildings & Grounds Committee Chair	Trustees Steward	
Worship & Arts	Restricted Fund disbursements	Dir of Music & Worship Arts	Music & Worship Arts Branch Steward	
	Operating Expenses			
Youth & Young Adult Ministries	Restricted Fund disbursements	Dir of Youth & Young Adult Ministries	Youth Branch Steward	
	Operating Expenses			