

Spirit of Joy Reimbursement/Contribution Form

Itemize Your Expenses and Attach Original Receipts

- If all items on a receipt are for the same purpose, such as kitchen supplies, enter the receipt total as a single expense.
- If items on a receipt are for different purposes, combine the totals for each purpose and enter them as separate expenses.
- Attach all original receipts to this request. We cannot lawfully credit or reimburse you without them.

DATE	COST	MERCHANT	PURPOSE
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

TOTAL: \$ _____	Check One: <input type="checkbox"/> Contribution <input type="checkbox"/> Reimbursement
Name: _____ Date: _____	
Email: _____ Phone: _____	
Address: _____	

Reimbursement Approval

Reimbursements greater than \$50.00 must be approved by the Church Treasurer
 (Treasurer@SOJChurch.org) Council President (Council@SOJChurch.org)

Budget Item(s):	_____
Amount Approved:	\$ _____
Approved by:	_____
Special Instructions:	_____

Submit this **completed form** to the Church Bookkeeper
or e-mail it to finance@SOJChurch.org