



REIMBURSEMENT AND CHECK REQUEST

I am requesting a: ☐ CHECK ☐ REIMBURSEMENT

Make check out to: _____

Payee address (if not on file): _____

Budget Owner Approval:

Name _____ Signature _____ Date _____

I am a: ☐ Team Leader ☐ Committee Chair ☐ Staff ☐ BOT

ITEM/DESCRIPTION	AMOUNT	ACCOUNT NUMBER
TOTAL AMOUNT		

Please place this request with attached receipts in Congregational Administrator's mailbox in the Admin Office or email completed form with receipts to information@durangouu.org.