

How to fill out the Reimbursement/Disbursement Form

The sponsoring ministry is responsible for coordinating with any other ministry teams to decide which accounting codes from the church budget will be used in the purchase of all materials

- 1) **Prior to your purchase, know the following information:**
 - A) What ministry team is the purchase for?
 - B) What accounting code(s) are the dollars coming from in the budget?
 - C) Who is your "Approval Authority" and make sure **they sign** the Reimbursement/Disbursement form.
- 2) **Decide if you are purchasing with your own funds OR if you will be using DBC funds.**
- 3) **If your purchase will be on-line AND you want the office to purchase for you using DBC credit card or DBC accounts, all the following information must be submitted to the office prior to the purchase:**
 - A) The Reimbursement/Disbursement form signed and filled out to include approximate cost amount,
 - B) The URL where the purchase is located,
 - C) The number of items,
 - D) The exact name of the items.

The church office will attach the computerized receipts to the signed Reimbursement/Disbursement form and submit to the Finance Team when the invoice or bill comes to the office.
- 4) **If your purchase is an "On Account" purchase** (such as Lifeway, Sneads Hardware etc), and you will be the purchaser, you must attach the receipt to the Reimbursement/Disbursement form and turn into the Church Office via the Receptionist's mail slot in the office. Please have the form signed prior to purchase.
- 5) **If you will be making the purchase with your own finances AND you wish to be reimbursed:**
 - A) Fill out the Reimbursement/Disbursement form completely, including your address and contact number. Please make sure the Reimbursement/Disbursement form is signed by the Approval Authority and the Accounting code(s) are listed or you will not be reimbursed.
 - B) Attach the receipt to the signed Reimbursement/Disbursement form and place in the Treasurer's Mail Slot in the church office no more than 30 days after the activity/event date.
- 6) **If you are making the purchase and wish it to be accredited to you as a donation:**
 - A) Fill out the 1st 3 lines on the Reimbursement/Disbursement form, the Total Amount Requested and The Purpose for Request (notate Donation)
 - B) Submit form to the Recording Secretary by placing form in the Recording Secretary's mail slot in the office.

Please note: Failure to comply with these instructions may lead to not having your materials purchased, over spending the budget and/or no reimbursements on materials purchased.



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Reimbursement/Disbursement Request Form

Please fill out this form completely.

Date Submitted _____ Ministry Team _____

Requestor _____ Contact number _____

Make Check Payable to: _____

Address _____

Material description _____ Accounting Code _____ Amount _____

Material description _____ Accounting Code _____ Amount _____

Material description _____ Accounting Code _____ Amount _____

Material description _____ Accounting Code _____ Amount _____

Material description _____ Accounting Code _____ Amount _____

Material description _____ Accounting Code _____ Amount _____

Purpose for Request (please give a brief description) _____

Approval Authority _____ Date _____
(Ministry Team Leader)

OFFICE USE ONLY

Date Materials Ordered _____ Company _____

Date Materials Received _____

Invoice Number _____ Payment Type (Credit Card, Personal) _____