



St. Paul Lutheran Church

EXPENSE REIMBURSEMENT

Name _____

Address _____

City, State, Zip _____

Email _____

Items purchased and their intended use

Ministry team item purchased for

Amount \$ _____

Receipt must be attached

Requestor Signature _____

Approval Signature _____

(Team Lead, Supervisor, Church Treasurer)

Today's Date _____

SALES TAX WILL NOT BE REIMBURSED

St. Paul Lutheran is a tax-exempt entity. If you need the tax-exempt form, please request it from the Finance Office.

Reimbursement Guidelines are on back of form.