

## Haydenville Congregational Church

### Request for Reimbursement for Approved Expenses

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Program/Committee that approved expense: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Submit receipts as soon as possible, no later than 15 days following purchase.**

**NOTE: We cannot reimburse sales tax.** Please discuss with the Treasurer before purchasing taxable items for your committee or program.

Forms can be submitted via:

- Mail to Treasurer, Haydenville Congregational Church, PO Box 257, Haydenville, MA 01039
- Place in the Treasurer's mail slot in the foyer by the High Street exit door.
- Submit by email to [treasurer@haydenvillechurch.org](mailto:treasurer@haydenvillechurch.org) (photos or electronic copies of form & receipts are fine).

DATE	STORE/ VENDOR	DESCRIPTION/PURPOSE	AMOUNT
<b>TOTAL:</b>			

*Please attach receipts, with "Date Purchased" and "Amount" clearly identified.*

Submitted by: \_\_\_\_\_  
Date

**Treasurer Use Only**

Rec'd \_\_\_\_\_ Processed: \_\_\_\_\_ Pay By Date \_\_\_\_\_