PURCHASE REQUEST & REIMBURSEMENT FORM

All purchase requests and reimbursements must fall within annual budget limits as prescribed at the start of each fiscal year. Any request or reimbursement for funds not already budgeted is not guaranteed and must be approved by the Pastor of Administration and in some instances by the Board of Trustees.

Name _____ **Ministry Department** _____

Date of Request _____ Date Item is Needed _____

PAYMENT TYPE ☐Used Personal Funds (Reimbursement) ☐Check Request ☐Other

☐Missions Account Transaction Authorization ☐COTRH Debit Card

ITEM INFORMATION

DATE	VENDOR	ITEM DESCRIPTION	ACCOUNT	COST

Total: _____

Ministry Leader Signature _____ Date _____

Pay to the Order of: _____

Address _____

Street City State Zip

Web Address _____

Email Address _____

Contact Name _____

Contact Number _____

AUTHORIZATION INFORMATION

**Only necessary for purchases more than $500*

Pastor's Signature _____ Date _____

61840 – Teaching Material	71300 – Setup	74400 – Women's Ministry	76000 – Resources Ministry
62000 – Continuing Education	73000 – Outreach Ministry	75110 – 252 Class	76200 – Repairs & Maintenance
64900 – Office Supplies	74100 – House Church	75120 – First Look Class	77000 – Youth Ministry
71100 – Worship/Media/Sound	74200 – Welcoming Ministry	75200 – Nursery: Little Pebbles	78000 – Leadership & Fellowship
71200 – Lighting	74300 – Hospitality Ministry	75300 – Fresh Start Ministry	78100 – Staff Meetings

If your account code isn't listed, please consult the account list at COTRH Office.