

## The Episcopal Church of the Epiphany

## STAFF CHECK REQUEST & REIMBURSEMENT FORM

Date	Where the purchase was made	Purpose of the expenditure	Amount	Account
	·	·		
		Total of above expenses		
		Charged on Epiphany Credit Card		
TES:		Employee signature:		
Il expenses must be properly documented.		Date:		

Rector approval: \_\_\_\_\_

- 2. All expenses must be submitted within 30 days of expenditure.
- 3. Credit Card expenses must be documented on this form monthly.
- 4. Receipts required for all Credit Card expenses.
- 5. Receipt required on all Cash expenditures greater than \$25.
- 6. Staff/clergy expenses must be approved by Rector. The appropriate Vestry person is to be kept apprised of expenses on a regular basis.