The Episcopal Church of the Epiphany

Clergy / Staff Check Request & Reimbursement Form

Make Check Payable to: _____

DATE	Payee / Business	Purpose	Amount	Account to be Charged

Total of above of expenses	
Charged on Epiphany Credit Card	
Balance due to employee	

NOTES:

1. All expenses must be properly documented.
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.

Employee signature: _____

Date: _____

PIC approval: _____