Kennebec Baptist Church Reimbursement

Fill out the form completely. Ministry Leaders must sign off on expenses. Attach all receipts and placed in Pastor Larry's box or emailed to larry@kennebecbaptist.org.

Date _____

Ministry Budget/Name _____

Ministry Leader _____

Submitted by _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Please Circle One To Be Paid Church Credit Card Reimbursement

Who is to be Reimbursed _____

Budget #	Description of Purchase	Amount
	Total	

Check Number	_____	Amount	_____	Date	_____
Budget Category		Treasurer:		Date:	

Created 09/2019

KENNEBEC BAPTIST CHURCH