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

Reimbursements must be submitted within 60 days of receipt date

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 of Administration's Signature _____ Date _____

64900 – Office Supplies	**70004 – Coffee & Info Table**	**70010 – Nursery: Little Pebbles**	**70018 – Women's Ministry**
67800 – Small Tools & Equipment	**70005 – First Look**	**70011 – Prayer**	**70019 – Worship Ministry**
70001 – 252 Class	**70006 – Fresh Start**	**70014 – Setup**	**70020 – Youth Group**
70002 – Props/Equip/Special Services	**70008 – Media & Video**	**70015 – Tuesday Training**	**78000 – Leadership & Fellowship**
70003 – Senior Church	**70009 – Men's Ministry**	**70017 – Welcoming Ministry**	**78100 – Staff Meetings**

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