

# KENT WASHINGTON STAKE REIMBURSEMENT FORM

Note: ALL MEMBERS CAN NOW SUBMIT REQUESTS FOR CHURCH EXPENSE REIMBURSEMENT ONLINE.

- 1) Complete the form, attach receipts<sup>1</sup> and sign
- 2) Submit to Organizational Head for Review and Signature
- 3) Organizational Head to submit to Stake Presidency member for approval
- 4) If Direct Deposit is not received within 2 weeks contact [evansbrooks@gmail.com](mailto:evansbrooks@gmail.com)
- 5) If Check is not received within 3 weeks contact [evansbrooks@gmail.com](mailto:evansbrooks@gmail.com)

<u>Pay to:</u> _____	<u>Address:</u> _____
<u>Amount</u> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	<u>City:</u> _____ <u>Zip:</u> _____
<u>Organization:</u> _____	<u>State:</u> _____ <u>Phone:</u> _____
<u>Purpose:</u> _____	<u>Signatures:</u> _____
<u>Budget Category:</u> _____	<u>Organizational Head:</u> _____
<u>Other:</u> _____ (check)	<u>Stake Presidency:</u> _____
<input type="checkbox"/> ETF	
<input type="checkbox"/> Check # _____	<u>Check Date:</u> _____ <u>Sent:</u> _____

Company	Description	Amount (including tax)

<u>Signature:</u> _____	<u>Date:</u> _____	<u>Total:</u> _____
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<sup>1</sup> Ideally the receipts should not include personal purchases. Keeping personal items separate from Church purchases simplifies the reimbursement process significantly. This is particularly true of any major activity which involves a lot of different purchases for the activity being claimed. If Church purchases are mixed with personal purchases, please hand write and clearly indicate the amount being claimed including applicable sales tax.