



**Rochester
Mennonite
Fellowship**

A congregation of
Mennonite Church USA

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The Finance ministry provides reimbursement for expenses purchased on behalf of the church, which have been approved by the related ministry team. The process for reimbursement is as follows:

1. Complete this form and attach receipts.
2. Submit to Kathy S. for reimbursement.

Reimbursement Request

Name _____

Ministry Account _____ Other Account _____

Please provide a description of the purchase(s) and attach a receipt.

<u>Date</u>	<u>Vendor</u>	<u>Item(s)/Services purchased</u>	<u>Amount</u>
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Total to be reimbursed: _____

Signature

Date