

# Woodlands Community Presbyterian Church Purchase Requisition/Reimbursement Form

Date Requested: \_\_\_\_\_ Requested by: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

Billing City, State, Zip: \_\_\_\_\_

Session Committee Responsible: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_

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## Disbursement Authorization:

**\*\*Authorized Signature *must* be different from Payee**

(Must attach invoice copy and circle total amount to be paid)

Account 1: \_\_\_\_\_ Amount 1: \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
(Session Member Signature)\*\*

Account 2: \_\_\_\_\_ Amount 2: \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
(Session Member Signature)\*\*

Account 3: \_\_\_\_\_ Amount 3: \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
(Session Member Signature)\*\*

Account 4: \_\_\_\_\_ Amount 4: \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
(Session Member Signature)\*\*

Account 5: \_\_\_\_\_ Amount 5: \$ \_\_\_\_\_

Approval: \_\_\_\_\_  
(Session Member Signature)\*\*

**Total Amount of Check To be Paid: \$** \_\_\_\_\_

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## Special Instructions:

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Check processing will run every Wednesday with distribution of checks on Friday. Completed purchase requisitions must be in before 9:00 am on Wednesday to be included in the processing.

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**All purchases MUST be approved by the appropriate Session Member (Elder) prior to purchase. If you DO NOT obtain prior approval, there may not be funds available to reimburse you.**