

**Little Rock Baptist Church
7351 Old Alexandria Ferry Road
Clinton, Maryland 20735**

Expenditure Reimbursements

Accountable Reimbursement Plan

1. Reimbursements will only be made for pre-approved church expenses that Little Rock Baptist Church members and those working in conjunction with the church members periodically substantiate as to the date, amount, and business nature of each expense.
2. Excess Reimbursement (reimbursements substantially in excess of pre-approved amounts for church expenses) must be justified and returned to the Pastor for additional approval.
3. This Disbursement Approval and Payment Procedure is intended to help the Little Rock Baptist Church members and those working in conjunction with the church members to file a reimbursement request properly, to receive the reimbursement check without delay, and to make necessary purchases within the budget.
4. It is the responsibility of Little Rock Baptist Church to ensure that every Church-related purchase fully complies with IRS regulations and general accounting practices, therefore the church tax-exemption number should be used for all purchases and services.
5. A reimbursement may have to be withheld if the required documents are not submitted, or if the purchase does not qualify as a church-related.

Reimbursement Form

Name: _____ **Date:** _____ **Amount:** _____

Purchased for what Ministry? _____
(Christian Education, Culinary, Fellowship, Hospitality, Missionary, Music, Nursery, Outreach, Scholarship, Sound, Trustee, Usher, Van, Youth, etc.)

Brief description of why funds are needed: _____

Pastor or Treasurer Signature: _____ **Date:** _____

*Return this signed form along with receipts to the Pastor or Treasurer (in Pastor's Absence).
Check will be issued within two weeks.*

For Finance Office use only:

Expense Line: _____ Amount: _____ Check #: _____ Date Paid: _____