EST. HOMETOWN 1988

CHURCH

Check Amount:(For Office Use Only)			EXPENDITURE REIMBURSEMENT FORM			Check Number:(For Office Use Only)		
Reimburs	sement to:				Phone #	:		
Address, City, State, Zip:						Che	☐ Check if a new a	
 Campus	Reimbursen Ministry	nent For Items		siness rpose	Business Relationship (Employees Only)	Vendor	- Purchase Date	 Amour
(Example) Lakeville	Youth	Snacks	Me	eeting		Cub	3/26/20	\$5.50
					-			
					-			
						_		
Direction	ns						Total	
1) Attach	all receipts (ι	use originals) to the	BACK of this form.	Are all receip	ts attached?	Yes	_	No
2) If you a	re a Hometo	wn employee you M	IUST sign below.					
3) Is this r	eimburseme	nt for equipment? I	F YES, then a Purchas	se Authorization	n Form MUST I	oe filled out p	orior to purch	nase.
4) Is this r	eimburseme	nt over \$100? IF Y	ES, your authorized Mi	nistry Leader M	IUST sign and	print their na	me below.	
5) Is this r	eimburseme	nt over \$1,000? IF	YES, then the back of	this form MUS	r be filled out p	orior to purch	ase.	
Minis	try Leader Na	ame (Print)		Expend	iture Reviewed	& Reimburs	ed by:	
	stry Leader S	-	Date		Signature (For Office Use Only)		Date	

Place completed form in an envelope in the offering basket, deliver to the Finance Department, or mail the form to: Hometown Church, Finance Department, 2300 E. 88th St, Bloomington, MN 55425-2185

Employee Signature

EST. HOMETOWN 1988

CHURCH

PURCHASE AUTHORIZATION FORM

Use For ALL Equipment, Software and System Purchases or for Any Purchase Over \$1000

Directions

- 1) All computer, music, sound, and video purchases of equipment, peripherals, software, and systems require the signature of the technical staff person listed below **PRIOR** to purchase of the item.
- 2) For equipment purchases greater than \$100 the Ministry Leader must **PRIOR** to purchase, approve the expense by signing this form.
- 3) For purchases greater than \$1,000 the Ministry Leader and the specific location Budget Leader must **both PRIOR** to purchase, approve the expense by signing this form.
- 4) For purchases greater than \$5,000 the Ministry Leader, the specific location Budget Leader and a second Budget Leader or the Finance Director must **all PRIOR** to purchase, approve the expense by signing this form.

This purchase is for what location ?		
This purchase is for what ministry?		
Describe the items to be purchased:		
•		
-		
-		
Not to exceed price for this purchase: (Cost cannot exceed this amount.)		
Vendor for this purchase:		
Technical Staff Approval:		
(Camera, video, and projection equipment - Finance Director) (Computers, software and peripherals - Paul Lanhart) (Music and sound equipment - Location music director)	Signature	Date
Ministry Leader Approval:		
(Required for equipment purchases over \$100 and for all other	r purchases over \$1,000)	Date
Location Budget Leader Approval:		
(Required for purchases over \$1,000)	Signature	Date
Second Budget Leader or Finance Director Approval:		
(Required for purchases over \$5,000)	Signature	Date

Version 8 6/2/20