



19615 Evergreen Mill Road
Leesburg, VA 20175

Chris Sams, Treasurer 540-338-2493 wahoo4life@yahoo.com

CHECK REQUEST & REIMBURSEMENT FORM

Today's date:

Date expense incurred:

Requestor's name:

Check payable to:

Amount requested or Total expense amount:

Description of charges or expenses, itemized and totaled for this ministry
(Greenhouse, special event, etc.). Please provide line-item account number:

IMPORTANT: In order to process this request, the Approving party **MUST** fill in the appropriate account number and **MUST** sign the form.

Line-Item Account number: _____ (**Approver**)

Check number: _____ (Treasurer)

Approved by: _____

Approval Authority: Pastor – Chip Giessler
Exalting God – John Grindle
Experiencing God – Dana Jackson
Experiencing God – Sara Smeby
Extending God –
Trustees – Heidi Wallace
Home Groups – Laura Giessler