

# PURCHASE AND REIMBURSEMENT FORM

RANCHO  INTERNATIONAL

DATE: \_\_\_\_\_ MINISTRY: \_\_\_\_\_

**REIMBURSEMENT INFORMATION**

**PAYABLE TO:** \_\_\_\_\_

**ZELLE:** \_\_\_\_\_

**PURCHASE EXPLANATION:**

**REIMBURSEMENT AMOUNT:** \_\_\_\_\_

**LEAD PASTOR APPROVAL**

**EXECUTIVE LEADER NAME:** \_\_\_\_\_

**PAYMENT APPROVAL**

**EXECUTIVE PASTOR:** \_\_\_\_\_

**ADMINISTRATOR:** \_\_\_\_\_

**IMPORTANT NOTICE:** If receipts are not provided the dollar amount of the check or reimbursement amount will be accounted for as wages towards the individual and an IRS 1099 Form will be created at the end of the calendar year for said individual.