

DPC - REQUEST FOR REIMBURSEMENT FORM

By the Thursday Before the Committee Meeting (Committee meets on the 3rd Tuesday of the month)

fill in the Request for Payment form, (staple receipts) and put in Craig's pigeon hole in the church office.

(extra copies of this form can be obtained on the web site www.drummoyne.org.au, under "Management Committee")

Posted by (name)	Receipt Date	Budget Category	Description	Total Amount (incl GST)	GST	Cheque to...	Authorized

0.00

The name of the person to whom the cheque will be returned. It will be your responsibility to then pay the debt.

The name to write on the cheque.

- * If this a reimbursement for an expense you have incurred, the cheque should be made out to you.
- * If this is a bill that has not been paid, the cheque will be returned to you. It is your responsibility to pay the bill.
- * **Payments must be approved by the Committee (or the Chairman) beforehand. Please don't buy something and then expect the Committee to approve it.**
- * If you need approval, write to the Committee explaining the purchase and put the letter in Craig Tucker's pigeon-hole in the office, in an envelope marked "Committee of Management" or in an email to craigtucker@drummoyne.org.au Subject: Committee of Management"

10 Bowman St Expenses
Auditor
Ch Officer/Cleaning
Church Banner / Sign
Council Rates
Donations
Electricity (Church & Hall)
Flowers
Furniture & Fixtures
Guest Preachers
Lawn Mowing
Misc
Mission (Beyond DPC)
Mission (Local)
Mission (Thailand)
Morning Tea / Church Lunch
Moving Expenses for Minister
MTS Trainer - Office
MTS Trainer - Travel
Music Exp (incl CCLI)
Office Expenses
PCA Assessments & Insurance

