



First Church in Salem, Unitarian Universalist

If you have any questions please contact Catherine Bertrand,
Congregational Administrator at
firstchurchinsalem.org@gmail.com

REIMBURSEMENT FORM

TODAY'S DATE: _____

NAME: _____

EMAIL: _____

PHONE: _____

MAILING ADDRESS: _____
(if check is to be mailed)

PLEASE NOTE IF YOU HAVE **CHECK REQUEST FOR A VENDOR PLEASE SUBMIT A PURPLE CHECK REQUEST FORM AND AN INVOICE.** THIS FORM IS FOR REIMBURSEMENTS AND RECEIPTS ONLY. THANK YOU!

DATE	VENDOR	REASON FOR EXPENSE	LINE ITEM # OR COMMITTEE	AMOUNT
REIMBURSEMENT TOTAL				

PLEASE ATTACH RECEIPTS. THANK YOU!