



**Hanover
United Methodist
Church**

220 E. Lagrange Rd
Hanover, IN 47243
812-866-3101
www.hanoverinumc.org

Purchase Voucher/Reimbursement Form

This form must be used for all purchases and must include receipts.

If receipt is not attached, a lost receipt form must be completed as well.

We are exempt from sales tax, so please check with the Church Office to obtain tax-exempt number

Please reimburse \$_____ to _____
(Print the name of the person requesting reimbursement)

OR

Purchase total on church credit card: \$_____

Purchase total on Cokesbury account: \$_____

Name of store where item was purchased: _____

Description of purchase: (be as complete as possible)

Committee or organization budget that this purchase should be charged to:

Is the Committee Chair aware of this purchase: Yes No

Signature of person submitting request: _____

Date: _____

For Treasurer's Use:

Date Paid: _____ Check Number: _____

Account/Line Item Charged: _____

Once paid, please place copy of completed form in the mailbox of the committee chair.

Revised May 2021