## **Detail of Receipts for Reimbursements or Advanced Checks**

(A W-9 form must be completed by every invidividual who receives an Advance Check from the church)

(Please file this form and the attached receipts with the church's Paid-Out Vouchers)

## **Church:**

Detail of Receipts			
Date	Vendor or Item	Account or Description of Exp	Amount
Total Receipts			
Total Recorpts			
USE THIS SECTION ONLY FOR REIMBURSEMENTS			
Reimbursement Requested by:			
Reimbursement Approved by:			
Reimbursement Check #			
Date:			
USE THIS SECTION ONLY FOR ADVANCE CHECKS			
Detail for Funds Advanced with Ck #			
Total Advance Check			
Minus: Total Receipts (amount from above)			
Funds Returned or (Amount Overspent*)			
*Ck #for funds overspent (if applicable)			
This Section Completed by:			
Date:			