Policy Location: GSFS - 2 Created: 12/19/2018
Title: Reimbursement Revised: 7/11/2025
Policy Owner: Financial Stewardship Team
Associated Documents: GSFS – 1 Financial Stewardship Team Policy; Reimbursement Form
Last Reviewed:

Policy

Procedure

1. **Reimbursement/Payment Request** forms are available in the church office and administration wing hallway.
2. Complete the requested information on the **Reimbursement/Payment Request** form. Receipts must be attached to receive reimbursement for your purchase. Please staple receipts to form.
3. Place **Reimbursement/Payment Request** form in the mailbox of the Finance Coordinator for processing.
4. Your check will either be placed in the church mailbox or mailed to you. If, after 10 days you haven't received payment, please call the Finance Administrator .

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Reimbursement form.