

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

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

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*)