Please use a tax exemption certificate (see secretary) whenever possible to exempt Westgate Church from MA sales tax. Check Request or Expense Reimbursement Form

Note: Individual receipts that are to be charged to Westgate accounts, do not need this form. Simply note the information below and sign the sales slip. Check □ One > > □ Please draw check payable to _____ for items listed below, to be purchased. >> ☐ Please reimburse (Print Name) for purchased items listed below. Date Items Purchased Supplier Name Reason for Purchase **Account or Ministry** \$ Amount For reimbursement, please attach sales slips and circle applicable \$ amounts on slips. TOTAL > > \$ Submitted by (Print Name)

Date submitted Signature My daytime telephone number, in case there are questions: **Reimbursement under \$20:** Please see Secretary for reimbursement from petty cash. Price extensions and totals checked by (Signature) Petty cash reimbursement received by (Signature) Check request or reimbursement \$20 or over: Please leave this form in the Treasurer's mailbox □ Please leave check with (Print Name) _____ Instructions for check: □ Please mail check to (Print Name) At this address: Price extensions and totals checked by (Signature) ______ Date_____ Accounting review and approval by (Signature) _____ Date___

Paid by check no. _____ Dated____