



St. Thomas the Apostle CATHOLIC CHURCH

Reimbursement Form and/or Check Request

Date: _____ **Check Amt: \$** _____
Check #: _____

Check Payable to: _____

Address of Payee: _____

(Circle one) **MAIL** **PICK UP**

ACCT # (Office use only)	DESCRIPTION	AMOUNT
OTHER:		
TOTAL:		\$

W9 on file? Y/N

Requested by: _____ **Approved by:** _____

- Before purchasing items or incurring expenses, all purchases must be approved by a staff member.
- Attach all receipts to this form (or on another sheet of paper) and place folder Beverly's box in the Parish Office.
- Receipts need to be turned in within 30 days of purchase to be reimbursed.
- When making purchases, use a STTA Texas Sales Tax Exemption Certificate; copies are available in the church office.
- Check requests received by Tuesday are generally completed on Thursday each week.