

(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\*)**