

Grove Presbyterian Church - Missing Receipt Form

Name: _____ Budget Line: _____

Reason for Missing Receipt: _____

Amount of Purchase: _____ Date of Purchase: _____

Merchant/Payee Name: _____

Street Address: _____

City/State/Zip: _____

Description and Purpose of Expenditure: _____

By signing below, I am certifying that the above amounts are appropriate ministry expenses incurred by me.

Name: _____ Date: _____