Church School Expense Reimbursement Request

Pay to			**Pay from**	Church School Account
Date				
Category	**Dates**	**Description**		**Amount**
			TOTAL	
Signature			Date	

Please enter one of the following under "Category":

General (for church school class)
Holy Week Retreat
VCS
Special (other than general supplies, HWR or VCS)

Under "Description," please provide details of the expense (i.e., books, materials, food, copies, etc.)