

Mt. Pleasant Missionary Baptist Church

505 White Horse Rd * POB 8634 * Greenville, SC 29604 * 864-277-0462

FINANCIAL FORM All financial request must be left in financial secretary mailbox by 5pm Tuesday for same week distribution. If you need an appointment, please call 864 268-9292 in advance.

Request Submitted By: _____ Date _____

Make check payable to:

Name _____

Address _____

Phone: _____ Mail _____ Will Pick-up _____

Reason _____

Advance _____ Reimbursement _____ Refund to Church from Advance _____ Other _____

(NOTE: Original itemized receipts must be attached for all reimbursements dated within 90 days to avoid issuance of 1099M; request made by 5pm Tuesday will be ready for pick-up the following Sunday, or mailed based on your preference)

Place/Vendor	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Signature (Ministry Leader) _____

Approved by: _____

Budget _____ (budget to deduct funds from)

Staff Only

Check # _____ Amount _____ Date _____

Budget Balance _____