

## Bluffdale Utah Stake - Request for reimbursement or advance form

1. Purchase Amount
2. Add: Sales Tax
3. Total Reimbursement Request

Stake Clerk Use Only
Check #
Date Issued

4. Date of request:
5. Check to be issued to, and address:
6. Purpose:
7. Budget to Charge:
8. Requested by:
9. Organization Head Approval:
10. Stake President Approval:

Note: For reimbursements checks, please attach documentation to the back of the request form. For advances please attach receipts and return to the Stake Financial Clerk immediately after the expenditures are made.

Please do not combine personal items on the receipt. Get a separate receipt for personal items.

### Instructions for completing the Reimbursement Form

1. Total amount of purchase before sales tax.
2. Sales Tax amount.
3. Purchase amount plus sales tax.
4. Date the form is submitted.
5. Person to be reimbursed including mailing address.
6. Purpose for the expenditure.
7. Stake budget category to charge – check with Organization Head.
8. Generally the person requesting reimbursement.
9. Must have Organization Head approval.
10. Stake Presidents approval.