

PEACE  
UNITED CHURCH OF CHRIST

EXPENSE REIMBURSEMENT/CHECK REQUEST  
GIFT OF KIND RECEIPT FORM

NAME \_\_\_\_\_ AMOUNT \_\_\_\_\_

PURPOSE OF EXPENDITURE: \_\_\_\_\_

DEPARTMENT TO CHARGE EXPENSE TO: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAKE CHECK PAYABLE TO \_\_\_\_\_

WHERE WOULD YOU LIKE CHECK SENT TO: PICKUP AT PEACE \_\_\_\_\_ MAILED \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPROVED BY \_\_\_\_\_

OR

WOULD YOU LIKE TO DONATE YOUR REIMBURSEMENT TO PEACE UCC AND HAVE THE  
DONATED AMOUNT ADDED TO YOUR GIVING RECORDS? YES NO

\*Attach any receipts to this form and return to the Peace UCC office.

\_\_\_\_\_  
Please remove the form below for tax deduction purpose

PEACE UCC "GIFT OF Kind" RECEIPT

The amount of \_\_\_\_\_ has been donated to PEACE UNITED CHURCH OF  
CHRIST, a non-profit organization, at 1503 2<sup>nd</sup> Avenue NE Rochester MN 55906. The  
donation was received on \_\_\_\_\_.

Thank you for your donation and support of PEACE UNITED CHURCH OF CHRIST!