



Tulsa Chinese Christian Church
滔沙華人基督教會
1430 South 131st East Avenue, Tulsa, OK 74108, USA
(918) 438-6449 or (918) 970-0053

Reimbursement Request Form

Applicant (Print Name and Sign): _____ Date: _____

Expense Date	Amount	Ministry Purpose of the Expenditure	Budget Code for Accounting

Total: _____

Approval by (Print Name and Sign): _____ Date: _____

TCCC Check #: _____ Processed by: _____ Date: _____

Notes:

- Be sure to attach all the receipts with this request. Please allow up to two weeks for processing. Contact Finance Team if you do not receive the reimbursement check after two weeks.
- Obtain the approval of the expenses from the responsible deacon or his/her delegate, or ministry leaders (such as Children Worship leader, Children Sunday School leader, etc). Contact Deacon Board Chair or Finance Team if you have any questions about coworkers with approval authority.