Trinity Bible Church of Ottawa
Cheque Requisition

Make Cheque payable to:

Date: mm/dd/yy

Name:

Address:

Phone Number:

From which TBCO Ministry?

Receipt Number	Name of Store	Description of Items bought	Total Cost			

Total Reimbursement:

Deacon/Treasurer/Bookkeeper Section only		
What budget does this come out of?		
What Deacon/Elder is in charge of this budget?		
Deacon Initial:	Treasurer Initial:	Bookkeeper Initial:

We can only process your reimbursement if the Deacon who is managing your ministries budget initials this page.