

First Chinese Baptist Church of Atlanta

2525 Gravitt Rd,
Duluth, Georgia 30096
(770) 849-0017

Account Payable – Reimbursement Voucher

Please fill out this form to request reimbursement for church related purchases/matters

Requested by: _____

Date: _____

Account	Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total: \$ _____

Department Head Signature: _____
(Required for amount over \$100.00)

To be completed by church office

Check Paid to:	Check Number:
Authorized by:	Date Reimbursed: