Church of Our Lady of Guadalupe
9080 Shepard Road
Macedonia, OH 44056-1450
330.468.2194 - Fax: 330.468.2196

ASAP

PRE-APPROVAL & REIMBURSEMENT FORM

1. BEFORE MAKING ANY PURCHASE, complete this form and submit to Deacon Dave for PRE-approval.
   - *Purchases made without pre-approval may not be eligible for reimbursement.*
2. Approved form will be returned to you (with a *Blanket Certificate of Tax Exemption,* if requested)
   - *OLG is a 501(c)3 tax-exempt entity and does not reimburse sales tax.*
3. AFTER PURCHASE return this pre-approved form and ORIGINAL RECEIPT(S) for reimbursement.

REQUESTERS NAME & ADDRESS:

HOME:

CELL:

FAX:

EMAIL:

Qty	Description	Unit Price	TOTAL

Please reimburse by:

_____ check

_____ credit as a donation

NOTES/SPECIAL CIRCUMSTANCES?
Please write on reverse side of this form.

Ministry/Dept:_____

Purchase Pre-approved:_____

Date Pre-approved:_____

Reimbursement Authorized:_____

Date Authorized:_____