

**THE KOREAN CHURCH OF BOSTON [P.C. (USA)]**  
**BUDGET/REIMBURSEMENT REQUEST FORM**

DATE: \_\_\_\_\_

GROUP/DEPARTMENT: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED AMOUNT (\$): \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

RECEIPT(S)/BACKUP DOCUMENT(S) ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_

*NOTE: RECEIPTS/INVOICES SHOULD BE ATTACHED TO THIS FORM FOR REIMBURSEMENT. IF THEY ARE NOT, REQUESTS MAY NOT BE AUTHORIZED.*

PREPARED BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
PRINT NAME

REVIEWED BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
PRINT NAME

**TREASURER USE ONLY**

ACCOUNT NO: \_\_\_\_\_

CHECK NO: \_\_\_\_\_

ISSUE DATE: \_\_\_\_\_