



Expenditure #: _____

Expenditure/Reimbursement Request

Please submit your Expenditure Request to the church office **at least one week** prior to the date that you need to make your purchase. We will check the church budget for availability of funds and notify you upon the approval or disapproval of your request. Please assure that this form is filled out completely before turning it in, otherwise the processing of your request will be delayed. Thank you for cooperating with our procedures to help maintain accountability to God, our government, and each other.

| | | |
|---------------------|----------------------------------|------------------|
| Today's Date / / | Date funds will be needed / / | Amount Requested |
|---------------------|----------------------------------|------------------|

Ministry Department _____

Your Name _____

Address _____

| | | |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

Email Address _____

| | |
|------------|-------------|
| Home Phone | Other Phone |
|------------|-------------|

Detailed description of how funds are to be used

Select how you would like payment to be made:

| | | | |
|--|---|--|---|
| <input type="checkbox"/> Check Office Use Only Payee: _____ Address: _____ _____ <input type="checkbox"/> Please mail the check to my address. I am not able to come to the church during office hours. | <input type="checkbox"/> Credit Card Once your expenditure has been approved, call to arrange a time with the Financial Administrator to place your order. Bring this form with you. Office Use Only: You will be notified when your order arrives. | <input type="checkbox"/> Vendor Account Once your expenditure has been approved you may charge your purchase to an open account with one of our vendors. Please remember to get a receipt of purchases made, and turn it into the church office with your copy of the Expenditure Request. Vendor: _____ | <input type="checkbox"/> Reimbursement For Approved Expenditures, return this completed form to the church office along with your receipt(s). Your reimbursement check will be mailed to you unless you specifically request to pick it up from the church office. Please allow at least ten days. If purchase made prior to approval, please state on reverse why prior approval was not sought. <input type="checkbox"/> Do not mail. I will pick up the check at the church office. |
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If your request is approved, you will be asked to come to the church office to receive a copy of this form with an expenditure number. If you are unable to pick up the form copy, please notify the church office, and we will mail it to you.

After making a purchase, please remember to write the expenditure number on your receipt, attach it to your copy of the Expenditure Request, and turn it into the church office within one week of your purchase. If you make a credit card purchase, the church will keep your form at the time of your order.

Office Use Only: Expenditure is Approved Disapproved

X _____
Signature of Ministry Leader

X _____
Signature of Financial Administrator