

Ministry Leader Expense Form

Instructions: Please attach receipt. Complete one expense form per receipt.

Date of Expense: _____

Account #: _____ Ministry Name: _____

Purchased by (if different than Ministry Leader): _____

Ministry Team Leader Signature (Required): _____

Brief Description or Purpose of Expense (Required): _____

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Payment Method: (select only one)

Church Credit Card *(Put in Yellow Folder Marked "Completed Expense Forms Awaiting Monthly Statement")*

Charge From: _____ in the amount of: \$ _____

In-Store Charge *(Put in Yellow Folder Marked "Completed Expense Forms Awaiting Monthly Statement")*

Charged To:

Viking Village Grocery in the amount of: \$ _____

Reedsburg True Value in the amount of: \$ _____

Holiday Wholesale in the amount of: \$ _____

Make check payable to: _____ in the amount of \$ _____

Address: _____

City, State, Zip: _____

(Put in Blue Folder Marked "Harold Janecek - Treasurer")

Credit/Refund/Deposit in the amount of \$ _____ *(Turn in to church office.)*

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Finance Team Member Initials: _____ / Date: _____