

RBC Expense Record

Date: _____

Budget category for expense: _____

Purpose of expenditure: _____

Estimated amount: \$ _____

Ministry Team approval:

Name (printed): _____ Date: _____

SIGNATURE OR INITIALS

Date of purchase: _____

Submitted by: _____

Actual amount: \$ _____

Method of payment:

church credit card

personal credit card

church store card (Staples)

personal cash

church store account (Cole's, Lewisburg Builders Supply Co)

check from church; bill or invoice from _____

Reimbursement due to (if applicable): _____

PRINT NAME

Receipt or invoice attached: Yes No