



Personal Reimbursement or Check Request Expense Sheets

Your Name: _____

I attest that the mentioned items were purchased for use by Christ Community Church.

Your signature: _____ Date: _____

Check Requests

Check Payable to:

Name: _____

Address: _____

Date	Vendor	Items Purchased	Why?	Account and Sub-Account	Amount

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All Ministry Expenses must be approved by the Senior Pastor.

Area Leader Approval: _____ Date: _____

Senior Pastor Approval: _____ Date: _____

Completed expense sheets should be given to the Senior Pastor for approval once completed.

Office Use Only	Check # _____
Paid by: _____	Date Paid: _____
Entered by: _____	Date Entered: _____

Elder Approval: _____ Date: _____ (Only required on expenses incurred by senior pastor personally.)

Elders - once approved pass to Tara Ponce - ACCOUNTS PAYABLE folder