



**Michael Memorial**  
BAPTIST CHURCH

**Expense Request Form**

**Date:** \_\_\_\_\_

**Person submitting request:** \_\_\_\_\_ **Ministry:** \_\_\_\_\_

**Description of Expenses (to include vendor and detailed estimate of costs):**

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**Amount of Request: \$** \_\_\_\_\_

**Ministry Leader's Approval:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Budget Line to be Debited:** \_\_\_\_\_

The Expense Request Form must be filled out and approved before any expenditures will be permitted. Ministry Leaders must complete this form and turn it in for approval before making any purchases. If anyone other than the Ministry Leader is making a purchase, this form must be submitted with the Ministry Leader's signature before being turned in for approval. Purchasing of goods without an approved Expense Request Form may result in individual responsibility for expenses and no reimbursement from the church.

**Date Request Received:** \_\_\_\_\_

**Administrator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Finance Committee Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_