



Ridgedale Baptist Church

Check Request / Expense Report

Church Office Use
File: _____

Person Completing Form: _____ Date of Purchase: _____
(please write legible)

STEP 1: Attach all receipts on back (tape or staple). ***Use one (1) report per each receipt.

STEP 2: Check method of payment:

- | | |
|---|--|
| <input type="checkbox"/> Check Request | <input type="checkbox"/> Charge on Lowes Card |
| <input type="checkbox"/> Charge on Church Credit Card | <input type="checkbox"/> Charge on Cedar Springs Account |
| <input type="checkbox"/> Charge on Lifeway Account | <input type="checkbox"/> Other: _____ |

Total Amount \$ _____ Supplier _____
(Lowes, Walmart, Office Max, Hobby Lobby, etc..)

STEP 3: Allocate expenses as followed: (check box and list amount to charge ministry)

<input type="checkbox"/> Connect Groups	\$ _____	<input type="checkbox"/> Admin/Office	\$ _____
<input type="checkbox"/> Family Ministries	\$ _____	<input type="checkbox"/> Maintenance	\$ _____
<input type="checkbox"/> Children		<input type="checkbox"/> Cleaning Supplies	
<input type="checkbox"/> Awana		<input type="checkbox"/> Building Maintenance	
<input type="checkbox"/> Student Ministry		<input type="checkbox"/> Grounds Maintenance	
<input type="checkbox"/> College & Career		<input type="checkbox"/> Van Expenses	
<input type="checkbox"/> MDO		<input type="checkbox"/> Building Fund	
<input type="checkbox"/> Women's Ministry	\$ _____	<input type="checkbox"/> Information Technology	\$ _____
<input type="checkbox"/> Men's Ministry	\$ _____	<input type="checkbox"/> Pastor Reimbursement	\$ _____
<input type="checkbox"/> Worship Ministry	\$ _____	<input type="checkbox"/> Other	\$ _____

STEP 4 Detailed purpose of expenses listed above: (continue on back if necessary)

STEP 5 Pre-Approval Required: _____ Date _____
Pastor/Administrative Pastor

STEP 6 Make Check Payable to: (If needing a check for personal reimbursement or to be mailed)

Name: _____ Mail
Address: _____ Return to Requesting check
City/State/Zip _____

STEP 7 Signature: _____

Signature of Person Requesting Check _____ Date _____
(or who used charge card)

STEP 8 Return to Church Office within 7 days of purchase: _____ Date Received _____