

Staple Vendor
Receipt on
Back

First Baptist Church 733 Cross St New Braunfels TX 78130

Use this form to request a REIMBURSEMENT, to report a CREDIT CARD CHARGE, to report a VENDOR ACCOUNT CHARGE, or to REQUEST A CHECK for a future purchase.
Submit ORIGINAL vendor receipts/invoice. Use columns if needed for multiple accounts or multiple receipts. Clearly annotate.

**CHURCH
EXPENSE FORM**

'23 - '24

☐ Reimbursement ☐ BOA Credit Card Charge ☐ Vendor Account Charge ☐ Check Request

If a BOA Credit Card, whose card was used? _____

Print Name of Person Submitting Form: _____

Payable To _____ (Reimbursements and Check Request)

Vendor _____ (for ALL expenses)

Mailing Address _____ (Reimbursement, Vendor Charge, Check Request)

City, State ZIP _____

NOTE: FBCNB should not have to reimburse sales tax. Always take a tax-exempt form with you. Do not put Sales Tax on a church credit card.

DATE OF PURCHASE: _____ AMOUNT: \$ _____

Product(s) Purchased: _____

Purpose/Use of
Product _____

Who, What, When,
Where, Why – Required
For Employee Business
Expenses

Budget Account
Name or Number

Signature of **Person Submitting Form**

Date

Signature of **Ministry Leader** (Responsible for this Budget Account)

Date

Signature of **Executive Pastor**

Date

ALL STEPS COMPLETE? Put form in *Financial Assistant's office* or *Executive Pastor's mailbox*.

Please use this form between October 1, 2023 and September 30, 2024