



Expense Submittal – Miscellaneous

Complete this form and attach invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. Place the completed form in the Administrative Assistant’s mailbox.

Date: _____

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Account Number	Account Description	Amount
01-5840-750	Miscellaneous Board Expense	
01-5860-750	Pastoral Friends Expense	
01-5881-750	Minister Installation Expense	
01-5885-750	Training – Staff Expense	
01-5886-750	Training – Volunteers Expense	
01-2402-562	Miscellaneous Pass Through	
	TOTAL	

Details: _____

Requester’s Name: _____ Phone: _____

Authorization (Committee Chair or Treasurer)

Name: _____ Phone: _____