



Expense Submittal – Lifespan/Religious Education

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
01-5410-200	Adult RE Miscellaneous Expense	
01-5421-100	Sr. High RE Miscellaneous Expense	
01-5420-100	Jr. High RE Miscellaneous Expense	
01-5450-500	Children RE Miscellaneous Expense	
01-2403-000	RE Long Term Pass Through	
01-2411-000	Travel Pass Through	
01-2420-000	Children & Youth RE Committee Pass Through	
01-2430-000	Youth Activities Pass Through	
01-2404-000	RE Book Nook/Adult RE Pass Through	
	TOTAL	

Details: _____

Requester’s Name: _____ Phone: _____

Authorization (Committee Chair)

Name: _____ Phone: _____