



EXPENDITURE REQUEST FORM

Directions:

1. Please complete expenditure request form in its entirety.
2. Submit completed form and back up (if applicable) to your Campus Pastor for approval
3. Once signed and approved by Campus Pastor, scan expenditure request form and back up (if applicable) to your email
4. Forward scanned email to finance@thechurch.fm.
5. Expenditure Request will be processed by The Finance Department and your check will be available for pick up at your campus, or payment will be mailed to the requested vendor by the following week.
6. Please only submit one expense request per form.

Please check appropriate box:

TCI	TCS	TCS - ELC	TCD	TCR
TCBR	TCBR - ELC	TCL	TCAL	LEGACY

Requested By: _____ Date: _____

VENDOR INFORMATION: (Check will be made payable to)

Name _____

Address _____

Memo _____

Invoice Number:

PO Number:

Amount to Be Paid:

\$ _____

DESCRIPTION:

Campus Pastors Only:

Account Name: _____

Approved By: _____

Date Approved: _____