2024 Expenditure Report

Atascocita Presbyterian Church

1. Complete this form to report all expenditures made using a church VISA card or Church Account with Business or to request reimbursement for a personal expenditure. Forms are available in the church office or on the church website at http://www.apchumble.org/forms. The tax exemption form is available at https://apchumble.org/documents/forms/Sales%20Tax%20Exemption%20Form.pdf.
2. All expenditures must be supported by a payment receipt or invoice.
3. Submit the completed form to the appropriate committee moderator or other authorized approver for signature. The authorized approver will sign to approve the expenditure and put the completed form in the Financial Secretary's box at the church. Completed forms may also be emailed to the authorized approver and forwarded by them to the Financial Secretary at finance@apchumble.org with a cover statement that approval is granted.
4. Approved expenditure report must be submitted at least 48 hours before payment is required.

(Use DOWN ARROW or TAB to move through report.)

PURCHASED FROM _____ **on** _____

***FOR* THE PURPOSE OF (Item description or event name):**

_____

_____

PAYMENT SOURCE (Mark with an X the only applicable source.)

You must submit payment receipt, vendor invoice and vendor return envelope (if available).

Church Visa ☐ Church Acct. w/ Business ☐ Reimburse person/company below ☐

Name	*Address*	*City, State, Zip*

ALLOCATION OF CHARGES

Amount	Committee	Category	Approval Signature (or note in cover email)

$ TOTAL CHARGES

SUBMITTED BY _____ on _____

Rev. 12/19/2023