



The Church
International

EXPENDITURE REQUEST FORM

Directions:

1. Please complete expenditure request form in its entirety. Please only submit one expense request per form.
2. Submit completed form and back up (if applicable) to your Campus Pastor for approval.
3. 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.
4. If you have any questions please email finance@thechurch.fm.

Please check appropriate box:

TCS	TCD	LH	TCR	TCA
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Requested By: _____ Date: _____

VENDOR INFORMATION: (Check will be made payable to)

Name: _____

Address: _____

Invoice Number: _____

PO Number: _____

Amount to Be Paid:

\$ _____

DESCRIPTION:

Campus Pastors Only:

Account Name: _____

Class: _____

Approved By: _____

Date Approved: _____