

## FPC EXPENSE REPORT / CHECK REQUEST

Date of Purchase	Name & Address of Person or Company that check is made out to:	\$ Within Committee Budget Line	\$ Outside Committee Budget Line
Description or Purpose of purchase:			

Check Only One:

- I paid for this. Please reimburse me via check.
- I charged this to the Church's account with the following vendor (I am an authorized signer on this vendor account): \_\_\_\_\_
- I charged this to the following Church credit card. (I am an authorized signer on this credit card account): \_\_\_\_\_
- Please pay the party indicated via check.

APPROVED BY: Person submitting request: \_\_\_\_\_

PLUS for items  $\geq$  \$100.00: second signer \* (see below): \_\_\_\_\_

**Please attach any receipts / documentation to this form.**

### DIRECTIONS TO THE FINANCIAL SECRETARY:

Please deduct this from line item \_\_\_\_\_ # \_\_\_\_\_ of my budget.

Please deduct this from FUND: \_\_\_\_\_

\* Purchaser:  
Committee Member

\* Second Signer:  
Committee Chair

Check # \_\_\_\_\_