

EXPENSE/REIMBURSEMENT FORM

Berean Bible Church

Name: _____

Date: _____

Date	Description/Purpose	Acct. Description	Amount	Acct. No.
		Office Supplies		517.001
		Postage		517.002
		Decorating		517.009
		Building Maint.		517.014
		Nursery Expense		517.019
		Custodial Supplies		517.021
		Grounds Supplies		517.024
		Literature		521.001
		Music		521.002
		Multi-Media Ex.		521.003
		Social Expense		521.005
		Camp Expense		521.007
		Retreat Expense		521.008
		Youth Group		521.012
		Frontline Expense		521.013
		Misc. Ministry Ex.		521.014
		Bookstore Expense		521.016
		Reimbursables		521.020
		4 th of July		521.021
		Ronald McDonald		521.022
		Other		

Signature: _____

(My signature affirms that these expenses were incurred for a ministry of BBC)

Subtotal	
BBC Credit Card	
(-)	
Reimbursement	
Total	

INSTRUCTIONS

1. Fill out entire form (**all** applicable fields).
2. Subtotal expenses and subtract BBC Credit Card Charges.
3. Attach all receipts.
4. Submit within month of occurrence (timely).
5. Put in office manager's box.

OFFICE USE ONLY

Check No: _____

Date: _____

Recorded _____