

Expense Report

Instructions: Fill in all spaces that apply to your purchase. *Staple receipts to the back of this report.* This form should be approved by the person responsible for the category of the expense.



Date: _____ Name: _____

Agape Credit or Direct Payment:

Amount

- ☐ Agape Credit Card (last 4 digits) _____
- ☐ Agape Open Credit - _____
Account Name
- ☐ Check Payable to: _____
Vendor Name

Other Expenses:

Reimbursement Payable to: _____

- ☐ Personal Credit / Debit Card (last 4 digits) _____
- ☐ Personal Check or Cash _____
- ☐ Other _____

Expense Detail:

| Category (See Back) | Date | Purpose | Cost |
|------------------------|------|---------|------|
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Total Expense: _____

Approved by: _____

Ministry Categories

| | | |
|------------|-----------------------------------|--|
| 420 | Internet & Web page | Dale Rintelman |
| 450 | Office Equipment | Dale Rintelman |
| 452 | Copier Expenses | Dale Rintelman |
| 454 | Office Supplies | Ginny Forestal |
| 460 | Telephones & Communications | Dale Rintelman |
| 510 | Adult Ministry | |
| 520 | Children Ministry | Karen Mello |
| 530 | Church Library | Deb Herlocher |
| 550 | Youth Ministry | Dale Rintelman, Hollie Hill Tim Mello, Nicole Basiago |
| 560 | Food Ministry | Lynette Trick |
| 570 | Music/Sanctuary | Holger Schult |
| 580 | Care Ministry | Reba Coup |
| 590 | Deacons | Reba Coup |
| 610 | Special Speakers | Dale Rintelman |
| 620 | Fellowship/Pantry/Events | Janenne Goliash |
| 670 | Decorating | Birgit Schult |
| 690 | Ministry Miscellaneous | Mary Kolb |
| 810 | Facility, Repairs and Maintenance | Mary Kolb |
| 820 | Utilities | Aaron Kolb |
| 830 | Custodial | Ginny Forestal |
| 930 | Internal Improvements | Aaron Kolb |
| 940 | External Improvements | |
| 950 | Designated Capital Expenditures | Aaron Kolb |