

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): _____
- Purchased from: _____
- 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

Total Expense: _____

Approved by: _____

Ministry Categories

- 138** Income - Other Designated – Reimbursed Pastoral Expenses
- 139** Income - College of Prayer
- 221** Pastoral Benefits - Auto
- 222** Pastor Health
- 224** Pastoral Other Expenses
- 225** Pastoral Continuing Education
- 420** Internet & Web page
- 440** Licenses/Fees/ Subscriptions
- 450** Office Equipment
- 452** Copier Expenses
- 454** Office Supplies
- 460** Telephones & Communications
- 470** Advertising
- 510** Adult Ministry
- 512** Women's Ministry
- 520** Children Ministry
- 530** Church Library
- 550** Youth Ministry (Jr & Sr High)
- 560** Food Ministry
- 570** Music/Sanctuary
- 580** Care Ministry
- 590** Deacons
- 610** Special Speakers
- 620** Fellowship/Pantry/Events
- 670** Decorating
- 690** Ministry Miscellaneous
- 810** Facility, Repairs and Maintenance
- 820** Utilities
- 830** Custodial
- 930** Internal Improvements
- 940** External Improvements
- 950** Designated Capital Expenditures