

EXPENDITURE REQUEST

Date: _____

Pastor(s) _____ Staff _____ Committee _____

St. Mark Account No. _____ Vendor Invoice No. _____

Budgeted _____ Non-Budgeted _____

MAKE PAYABLE TO: _____

Address: _____

Requested By: _____

Approved By: _____

Please note that even though a request has been approved, the release of funds may not be immediately available due to cash flow considerations. Efforts will be made to honor the request to the extent practicable.

DESCRIPTION AND/OR REASON FOR REQUEST	AMOUNT (\$)
In this section: type in the information required	\$
Press tab to get to the amount cell	\$
Cell will highlight. Right arrow over. Cursor will land in front of the	\$
Blue box and then type in the amount. This should line up all the	\$
Amounts because I put in a decimal tab. Amounts should be done in	\$
Dollars and cents (i.e. 10.00 – not just 10)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$