

Expense Report

Brandon Seventh Day Adventist Church
1221 Victoria Street
Brandon, FL 33510
Email: brandonsdachurch@yahoo.com
Web Site: www.brandonsda.org

1. Fill out the form as indicated below.
2. Attach all receipts to form.
3. If an appropriate account code is not listed below, please provide complete description.
4. Please print your name clearly and sign where indicated.
5. **Complete separate Expense Reports if you require reimbursements from different departments.** Signature of department head must accompany this report.
6. Turn in to secretary in the church office. She will put in treasurer's folder.

Date	Account Code From Below	Brief Description of Item	Amount to be Paid or Reimbursed
1/1/2011	103.756	Fuel expense for campout (Example)	
TOTAL			

ACCOUNT CODES

- | | |
|---------------------------------|-------------------------------------|
| 103.756 Pathfinders | 103.78 Women's Ministries |
| 103.755 Adventurers | 103.82 Youth Ministries |
| 103.81 Personal Ministries | 104.14 Audio/Visual Dept |
| 103.63 Social Committee | 103.75 Children's Ministries |
| 102.61 Maint. & Equip. | 103.77 Community Services |
| 103.83 VBS | 103.8 Health Ministries |
| 103.85 Brandon Evangelism | 103.79 Men's Ministries |
| 102.52 Office Expense | 102.54 Janitorial/Luncheon Supplies |
| 103.66 Sabbath School | 104.8 Helping Hand Fund |
| 104.15 Pastor's Assistance Fund | |

Treasurer's Use Only

Paid To: _____

Date: _____

Ck#: _____

Amount: \$ _____

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

DEPARTMENTAL HEAD APPROVAL: _____ **SIGNATURE:** _____ **DATE:** _____