

# HOPEVALLEY CHURCH

THIS DISBURSEMENT FORM IS BEING COMPLETED FOR:

☐ REIMBURSEMENT

☐ EXPENSE REQUEST

☐ NON-REIMBURSEMENT  
RECORDING USE OF CHURCH FUNDS

☐ RECORD OF GIFT  
NO REIMBURSEMENT BEING REQUESTED

MINISTRY LEAD SIGNATURE: \_\_\_\_\_

## MINISTRY DEPARTMENT BUDGET

<input type="checkbox"/> FACILITIES	<input type="checkbox"/> HOSPITALITY
<input type="checkbox"/> CHILDRENS	<input type="checkbox"/> WORSHIP/I.T.
<input type="checkbox"/> OUTREACH	<input type="checkbox"/> GENERAL BUDGET/OTHER

PROJECT / EVENT: \_\_\_\_\_

PURCHASES MADE	
DESCRIPTIONS	COST \$
<b>MUST ATTACH A RECEIPT</b>	
Receipt will function as line-item	<b>TOTAL</b>

EXPENSE REQUEST	
GIVE A BRIEF DESCRIPTION OF THE EXPENSE REQUEST:	
A DETAILED DESCRIPTION OF THIS REQUEST SHOULD BE ATTACHED TO THIS DOCUMENT, UNLESS PRESENTED IN COUNCIL MEETING AND RECORDED IN MINUTES	
<b>AMOUNT REQUESTED</b>	
<b>MONTH/YEAR EXPENSE WILL OCCUR</b>	/ /
FOLLOWING PORTION COMPLETED AFTER COUNCIL VOTE	
<b>APPROVED</b>	YES NO
<b>AMOUNT APPROVED</b>	
<b>DATE OF COUNCIL VOTE</b>	/ /
<b>SENIOR PASTOR'S INITIALS</b>	

REQUESTED REIMBURSEMENT PAID TO	
NAME	
ADDRESS	

REIMBURSEMENT APPROVAL	
<b>SENIOR PASTOR'S INITIALS</b>	
<b>TREASURER'S INITIALS</b>	
<b>DATE REIMBURSEMENT ISSUED</b>	/ /