EXPENSE REQUEST

Purpose of Expense

Reimbursement ☐

Advance ☐

Requestor

Name	Date

PAY TO

Name

Address

PURPOSE OF EXPENSE

Reason

Category	Amount
Category	Amount
Category	Amount

Category Options

Budget Allocations	Administration	Curriculum	Distribution Center Charges
Elders Quorum	High Priests	Library	Primary
Relief Society	Single Adults	Sunday School	Young Men
Young Women	Miscellaneous	Activities	Other

Total $ 0.00

An expense form similar to this should be used for each expense, including a place for the unit leader's signature, the name of the person the money will be paid to, a description of the expense, the budget category or organization that incurred the expense, the amount of the expense, the amount of sales tax (if applicable), and any other necessary information. Original documents of proof of the expense should be attached and are preferred, if possible. These could include sales receipts, bills, or invoices.

For Clerk Use Only

Signature of Bishop (Optional)	Date