



Expense Request Form

The Akron First Seventh-day Adventist Church

Please fill out the following information for pre-approval of any expense over \$250. This will allow for proper reimbursement of an incurred expense.

Remember: The Akron First Seventh-day Adventist Church is exempt from sales tax. The church treasurer can supply a certificate of sales tax exemption to you or a vendor.

Name (Please print): _____

Email: _____ Phone: _____

Account Category 1: _____	Amount: _____
Account Category 2: _____	Amount: _____
Account Category 3: _____	Amount: _____
	Total: _____

Please Specify What Request Is For: _____

- Requests for reimbursement above \$250 must be approved by the church stewardship committee.
- Requests for reimbursement above \$500 must be approved by the church board.

Church Account Categories			
Ministries and Outreach			
Adventurers	Audio/Visual	Breakfast Fund	Children's Ministries
Community Concert	Community Services	Evangelism	Funeral Dinners
Goldenaires	Hispanic Ministries	Library	Men's Ministries
Pathfinders	SS – Beginners	SS – Kindergarten	SS - Primary
SS – Juniors	SS – Youth	Sabbath School	Training/Conferences
VBS	Women's Ministries		
Expenses			
Building/Grounds	Custodial	Flowers	Kitchen
Maint & Repairs	Misc Expenses	Office Supplies	Postage

Signature: _____ Date: _____

For Office Use	
Approved By: _____	Approval Date: _____