

East Preston United Baptist Church

Expense Requisition

Date submitted for Payment: _____

Date of Purchase / Event: _____

Ministry: _____

Reason for Expense / Event: _____

Submitted by (print): _____ Signature: _____

Note: Receipts must be attached for reimbursement

Please return completed form to Finance

For Finance use only			
Vendor	Net Amount	HST / GST	Total
	TOTAL		