Expense Report

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

1. **Print and** 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 each 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	104.15	Pastor's Assistance Fund
103.755	Adventurers	103.82	Youth Ministries	102.9	Misc.
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		

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

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