



**THE GATHERING at SCOTT MEMORIAL**  
UNITED METHODIST CHURCH

### Expense Form

Check Only One:

- Receipts for Expense Reimbursement
- Receipts for Church Credit Card Purchases
- Check Request for Pending Purchase
- Invoice to be Paid Directly to Vendor

Expense Submitted by:

Name: \_\_\_\_\_  
Address to Send Payment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:	Company/Vendor	Reason for Expense	Total

Total Receipts/Invoices:

Requestors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_