

## EXPENDITURE REQUISITION FORM

<b>CHEQUE NO.</b>
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NAME OF CHURCH.....

DATE..... YEAR.....

**Person Receiving Money**

DEPARTMENT.....

PRINT NAME.....

TELEPHONE.....

MOBILE..... FAX.....

RECEIPTS/INVOICES ATTACHED..... YES/NO

REASON FOR DISBURSEMENT	£

I confirm that the amount claimed above will/has be/been expended solely on the business of the.....Seventh-Day Adventist Church.

I confirm that I have received .....(Reason)

RECEIVED BY.....SIGNATURE

***For official use only***

AMOUNT.....CHEQUE/CASH

AUTHORISED BY.....

ISSUED BY.....

DATE.....