

## Hope Valley Baptist Church's Expense Form

\_\_\_\_\_, 20\_\_\_\_ Date of invoice / credit card charge

Please check one box	
<input type="checkbox"/> CK Request	<input type="checkbox"/> Cr Cd Exp

\$ \_\_\_\_\_ Total dollars of items before Sales Tax

\$ \_\_\_\_\_ Total sales tax

\$ \_\_\_\_\_ Total dollars charged/to be paid

If Cr Cd exp, ck card used	
<input type="checkbox"/> Secretary	<input type="checkbox"/> Pastor
<input type="checkbox"/> Youth	

check Paid to (Vendor name) for expense

address if check / location if charge-card expense

State / City / Zip


### Training / Education

	151049/18	Benevolence-Local
	151075	Community Missions
	153035/18	AWANA
	153040	Baptist Men/Men of Hope
	153050/18	Bereavement Fund
	153083/18	Ceramics
	153086	Children in Action
	153120	Deacon Ministry
	153130	Deaf Ministry
	153190/18	Family Ministry
	153380	Keenagers
	153430/18	Library
	153468	Mission Friends
	153470	Mission Literature
	153478	Mission Team's Activities
	153559/18	Playground Ministry, Equip/Exp
	153565	Preschool / Children Ministry
	153670/18	Small Group Supplies
	153680/18	Special Events/Speaker, Revival
	153690	Sunday School Literature
	153692	Sunday School Supplies
	153780/18	Vacation Bible School
	153890/18	Youth Activities
	153899/18	Youth Mission Trips/Retreats

### Operating Expenses

	155038	Background Checks
	155075	Card / Flowers Expense
	155080	Chrismon Ornaments
	155095	Continuing Education/Pastor
	155100	Convention Expenses
	155218/18	Furnishings
	155270/18	Hospitality
	155382	Interfaith Hospitality NetWk
	155385/18	Kitchen / Reception Supplies
	155454	Mileage / Travel-Staff
	155456	Ministerial Exp.-Pastor
	155457	Ministerial Exp.-Youth Minister
	155460	Miscellaneous Operating Exp
	155530	Offering Envelopes
	155531	Office Equipment / Repairs
	155532	Office Expenses
	155565	Phone Expense
	155575	Postage & Mail Expenses
	155670	Sanctuary Decorations-Christmas
	155671	Sanctuary Decorations-Easter
	155680	Secretarial Training-Education
	155695/18	Sound Equipment Exp.
	155710/18	Technology

### Service Contracts

	157085	Copier/Printer
	157190	Fire Inspection
	157266	Heat & Air Conditioning
	157336	Janitorial
	157680	Sound Equipment
	157715	Termite/Pest Control
	157820	Waste Pickup

### Worship & Music

	154445/18	Music-Children's Choir
	154450/18	Music-Handbells
	154455	Music-License & Fees
	154460	Music-Music Ministry
	154465	Music-Piano/Organ Maint.
	154475	Music-Substitutes
	154825	Worship-Childcare
	154830	Worship-Expenses
	154845	Worship-Pulpit Supply

### Property Maintenance

	156070/18	Building & Ground Upkeep
	156080/18	Church Van
	156190	Floor & Carpet Cleaning
	156297	Insurance-Property
	156556	Parking Lot

Reason for the expense---


*Requested by----Please print name*

revised Feb 2015