

## LifePointe Church Expense Form

MINISTRY (place amount on line)

**Adult Programs:**

Curriculum/resources \_\_\_\_\_  
 Discipleship \_\_\_\_\_  
 Men's Ministry \_\_\_\_\_  
 LifeGroups \_\_\_\_\_  
 Special Events \_\_\_\_\_  
 Staff Development \_\_\_\_\_  
 Women's Ministry \_\_\_\_\_

**Youth Programs:**

Staff Development \_\_\_\_\_  
 Camps \_\_\_\_\_  
 Curriculum/Resources \_\_\_\_\_  
 Refreshments \_\_\_\_\_  
 Special Events \_\_\_\_\_

**Children's Programs:**

Classroom Equipment \_\_\_\_\_  
 Curriculum/Resources \_\_\_\_\_  
 Refreshments \_\_\_\_\_  
 Special Events \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 VBS \_\_\_\_\_

**Worship Programs:**

Bibles \_\_\_\_\_  
 Communion Supplies \_\_\_\_\_  
 Honorariums \_\_\_\_\_  
 Music/Media \_\_\_\_\_  
 Offering Supplies \_\_\_\_\_  
 Special Events \_\_\_\_\_

Make Check Payable to:

**Outreach Programs:**

Advertising \_\_\_\_\_  
 Taking it to the Streets \_\_\_\_\_  
 July 4<sup>th</sup> \_\_\_\_\_

**Missions:**

Mexico \_\_\_\_\_

**Hospitality:**

Refreshments \_\_\_\_\_  
 Small Equipment/Supplies \_\_\_\_\_

**Administration:**

"Thank You"s for school \_\_\_\_\_  
 Computer Supplies \_\_\_\_\_  
 Ink \_\_\_\_\_  
 Meals/Entertainment \_\_\_\_\_  
 Office Supplies \_\_\_\_\_  
 Pastoral Supplies \_\_\_\_\_  
 Postage/Delivery \_\_\_\_\_  
 Printing \_\_\_\_\_  
 Staff Development \_\_\_\_\_  
 Travel \_\_\_\_\_

**Miscellaneous:**

\_\_\_\_\_  
 \_\_\_\_\_  
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**TOTAL AMOUNT:** \_\_\_\_\_

Signature of Ministry Leader / Date

Mailing Address:

Signature of Requestor / Date

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LifePointe Christian Church

EXPENSE POLICY

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1. All receipts must be submitted with completed expense form and receipt.
2. Expense Form must be signed off and dated by a direct supervisor.
3. Receipts are to be placed in Tiffany's mailbox (at the HUB) for her to pick up.
4. Checks will be cut on the 15<sup>th</sup> and the last day of each month.
5. Receipts must be placed in Tiffany's mailbox (at the HUB) by the 10<sup>th</sup> of the month to be included on the 15<sup>th</sup> "check run," and by the 25<sup>th</sup> of the month to be included on the last day of the month "check run."
6. Checks will be mailed to the person submitting the receipt within 2 days of the "check run."
7. Receipts need to be turned in to Tiffany within the same month as the expense.
  - a. IF receipts are over 90 days old, they cannot be reimbursed.
8. Supervisor reserves the right to deny any expenses that are deemed inappropriate or not for church purposes.