



MINISTRY EXPENSE REPORT

Total Amount of Expense: \$ _____

Ministry/Department: _____

Submitted By: _____

Date Submitted: _____

Purpose for Expense: _____

Date	Item Description	Quantity	Total
Subtotal			
TOTAL Amount Spent			

Signature: _____ Date: _____

Approved by DM/MD: _____ Date: _____

Receipts must be attached to expense form.