



# Hope Fellowship Church Expense Form

Date of Submission: \_\_\_\_\_

Expenses Submitted by / Cheque payable to: \_\_\_\_\_

Name of Ministry to Charge Expense to: \_\_\_\_\_

Purchased From	\$Amount (incl HST)	HST*	Comments
Totals:	\$	\$	*

\*As a charitable organization, Hope Fellowship can apply for a rebate on the HST on purchases for the church. To help with processing of this rebate, please provide the HST Total where indicated.

Please attach receipts whenever possible or indicate in the comments section why a receipt is not provided.

Approved by: \_\_\_\_\_

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

Reminder: All expense requests must be approved by the ministry's Zone Coordinator. Amounts greater than \$500 or that exceed a ministry's approved budget also require pre-approval by the Treasurer or Administrative Board