



Nothing But The Word Deliverance Church, Inc.
Apostle Patricia A. Phillips, Pastor & Founder
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EXPENSE REQUEST FORM

This form **MUST BE SUBMITTED 4-6 WEEKS** prior to the event/activity for proper approval

ATTN: All Directors, this form is to be completed and submitted when you need monies for the following: Deposits, Rentals, Guest, Food, Equipment, Supplies, Stationery, Etc...

ALL ACTIVITIES, EVENTS & SERVICES MUST BE APPROVED BEFORE RECEIVING ANY MONIES.

Coordinator of Ministries will this form submit to Church Business Manager

Department/Ministry: _____

Date Submitted: _____

Director: _____

Date Received: _____ By: _____

Date Monies Needed by: _____

Requesting Monies For:

	Description	Quantity	Projected Cost
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$

Projected Total Cost: \$ _____

Ministry/Department Contribution: \$ _____

All monies that are **collected or received** for any Activity, Event or Service in the name of /or in the ministry of Nothing But The Word Deliverance Church, Inc. must be turned into the Church Business Manager **immediately** following the event and will be recorded **NO EXCEPTIONS!** The Director of the Department / Ministry will then be given a receipt from the Church Business Manager.

Receipts are to be submitted with **ALL Purchases.**

For Administration Office Use Only:

☐ Approved ☐ Not Approved

Church Business Manager: Date Rec'd _____

Amount Approved: \$ _____ Amount Received: \$ _____