



New Hope Maui

EXPENSE APPROVAL REQUEST FORM

Your Name: _____ Phone Number: _____

Email: _____

Item(s) to be purchased _____

Store/Vendor _____ Estimated Amount \$ _____

If this is a recurring expense how often and for how long will it recur? _____

MINISTRY (CHECK ONE)

- ☐ Sunday Celebration ☐ O'hana Groups ☐ Events ☐ Discipleship ☐ Outreach ☐ Missions
☐ Worship ☐ Children ☐ Youth ☐ Men's ☐ Woman's ☐ Other _____

EXPENSE CATEGORIES (CHECK ANY THAT APPLY)

- ☐ Education Resource (i.e., curriculum, teaching aids, DVDs, books, etc.)
☐ Reusable Item (i.e., toys, sports equipment, tables, coffee maker, sound equipment, décor or costumes, etc.)
☐ Creating Internal Resource (i.e., costs for printing handouts, signs, permanent name tags, ect.)
☐ Supplies (i.e., markers, art & crafts supplies, cleaning supplies, plates, napkins, notebooks, pens & pencils, etc.)
☐ Food (i.e., snacks, meals, etc.)
☐ Other (i.e., give-away [bibles, small toys, etc.], electronic resources, honorariums, etc.)

DESCRIPTION (WHAT WILL THIS BE USED FOR?)

TYPE OF PAYMENT REQUESTED (CHECK ONE)

- ☐ Reimbursed after purchase (w/ receipts)
☐ Cash provided before purchase (receipts & extra cash due after purchase)
☐ Church pays vendor directly

Approved By: _____

Signature

Printed Name

Date