

Kansas-Oklahoma Conference  
United Church of Christ  
Expense Request Form

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

Item Purchased: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Actual \_\_\_\_\_ Estimate \_\_\_\_\_

Check One: Budget: \_\_\_\_\_ Restricted funds: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_  
(Example: WMC Operations—General Maintenance)

Fund: \_\_\_\_\_  
(Example: WMC Bldg Maintenance & Equipment Fund)

Vendor/Supplier: \_\_\_\_\_

Signature: \_\_\_\_\_

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

From: \_\_\_\_\_  
(Commission, Committee or Task Force)