



Date	Description	Purpose	Amount	Account
		Total of above expenses		
		Charged on Epiphany Credit Card		

1. All expenses must be properly documented.
2. All expenses must be submitted within 30 days of expenditure.
3. Credit Card expenses must be documented on this form monthly.
4. Receipts required for all Credit Card expenses.
5. Receipt required on all Cash expenditures greater than \$25.
6. Staff/clergy expenses must be approved by Rector. The appropriate

PIC approval: _____