

Harare Zimbabwe South Stake

EXPENSE REQUEST

Requestor

Purpose of Expense

Reimbursement

Advance

Name

Date

PAY TO

Name

Address

PURPOSE OF EXPENSE

Reason

Category	Amount
Category	Amount
Category	Amount
Category Options	
Activities Distribution Center Charges Library Sunday School Local	Administration Elders Quorum Primary Young Men
Budget Allocations Family History Center Relief Society Young Women	Curriculum High Priests Single Adults Youth Activities
	Total

An expense form similar to this should be used for each expense, including a place for the unit leader’s signature, the name of the person the money will be paid to, a description of the expense, the budget category or organization that incurred the expense, the amount of the expense, the amount of sales tax (if applicable), and any other necessary information. Original documents of proof of the expense should be attached and are preferred, if possible. These could include sales receipts, bills, or invoices.

For Clerk Use Only

Signature of Stake President (Optional)

Date

For security purposes do not send electronically when EFT information is included. Cut on the dotted line and destroy after use.

ZWE FCB DTA USD

Payee

Bank Code

Bank Account Number