



OAK RIDGE COMMUNITY CHURCH

6120 Day Long Lane
Clarksville, MD 21029

Phone: 410-531-6618
Fax: 410-531-6628
Email: churchoffice@oakridgecc.org

Expense Report

Ministry: _____

Name: _____

<u>Date:</u>	<u>Description</u>	<u>Other:</u>	<u>Total:</u>
		Subtotal:	
		Less cash advanced	
		Total Owed to You	
		Total Due:	

Submitters Signature: _____

Date: _____

Approved By: _____

Date: _____

<u>Date:</u>	<u>Person(s) Entertained</u>	<u>Title:</u>	<u>Business Purpose:</u>	<u>Name of Place:</u>	<u>Total:</u>
Total:					

Receipts must be attached to Expense Form.

