



Berkey Avenue Mennonite Fellowship  
**Expenditure Request / Notification Form**

Please follow these steps: 1) Fill out this form; 2) Attach a receipt or invoice (if appropriate);  
3) Give to appropriate Commission Chair for check approval or payment notification. Chair will then  
give to Treasurer to issue check and/or record payment.

Date of Request \_\_\_\_\_ Person making Request \_\_\_\_\_

Amount \$ \_\_\_\_\_ Payment by: \_\_\_\_\_ Check \_\_\_\_\_ Church debit card

Check / Debit card payee: \_\_\_\_\_

Address (for new payees) \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Reason for request

Commission to charge \_\_\_\_\_ Account \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Commission Chairperson