

Cost Tracking - First Baptist Church, Rockport, MA

Date of expense/purchase _____

Item(s) Purchased _____

Amount of Expenditure * \$ _____

Location of Purchase _____

Method of Payment:

Was Tax Exempt Form used? _____ yes _____ no

Reimbursement Due: _____ Cash
_____ Personal Credit Card

No Reimbursement Required:
_____ Church - Petty Cash
_____ Church - Credit card
_____ Church - Charge Account
(i.e. Smith Hardware/Ace)

Purpose of expense:

- _____ Hospitality
- _____ Kitchen Supplies
- _____ Maintenance Supplies
- _____ Music
- _____ Office Supplies
- _____ Special Event
- _____ Sunday School
- _____ Vacation Bible School
- _____ Youth Program
- _____ Other (please describe)

Signature of Purchaser _____

* Please attach receipt to this form. Thank you.