

**DuPage African Methodist Episcopal Church**  
**Cash Advance/Expense Report**  
**CASH ADVANCE**

Date Submitted: \_\_\_\_\_ \*Amount of Advance \$ \_\_\_\_\_

Organization/Auxiliary: \_\_\_\_\_

Event: \_\_\_\_\_ Event Promotes the Following (Circle all that applies):

Praise & Worship      Stewardship      Kingdom (Church Growth) & Legacy Building  
 Mission & Community Outreach      Christian Education (Spiritual Growth)

If this event/activity does not fit into one of the categories, pray about moving forward, also approval may be delayed or declined if a category is not selected.

Member's Name: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

**AUTHORIZATION**

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Organization/Auxiliary Head)

Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 (Pastor)

\*Receipts must be turned in within 30 days of cash advance along with completing the expense portion of this form (see below).

**Office Use Only:** Check # \_\_\_\_\_ Account: \_\_\_\_\_

**EXPENSE REPORT - (Receipts Must Be Attached)**

Date	Item(s)	\$Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	<b>Total</b>	<b>\$ _____</b>
	Amount of Advance	\$ _____
	Amount Due to Church	\$ _____
	Amount Due Member (Check Number _____)	\$ _____

Approved /Verified By \_\_\_\_\_ Date: \_\_\_\_\_  
 (Pastor or Executive Finance Officer)

# INSTRUCTION SHEET

## CASH ADVANCE SECTION

**Date Submitted** – This is the date submitted to the office and not the date you completed the form.

**Amount of Advance** – Amount required for the planned event. If you have a quote or estimate from the vendor please attach it to this form.

**Organization/Auxiliary** – Ministry of service that is coordinating the event.

**Event** – Function you are planning or reason for request of funds.

**Event Promotes the Following** – Remember to align yourselves with God’s vision, please indicate how this event will help glorify God’s Kingdom, some examples are: **Praise and Worship** could include robes/uniforms, **Kingdom (Church Growth) & Legacy Building** could include assisting youth programs and evangelism. **Stewardship** could include ensuring coverage on special days and ministry responsibilities. **Mission and Community** could include volunteering outside the church or visiting the sick. **Christian Education** could include training, devotion, VBS and bible study.

**Member’s Name** – Person completing the request.

**Check Payable To** – Payee (usually member name or vendor name).

**Authorization: Auxiliary President/Coordinator** – Form must be signed before form is submitted to the office.

**Authorization: Pastor** – The Executive Finance Officer will obtain the Pastor’s approval and notify the member of the status.

## EXPENSE REPORT SECTION – All receipts must be attached

**Itemize** your receipts by store/location and record in the section with the date, items purchased and the amount.

**Total** – Total the amount column

**Amount of Advance** – Include the amount of your cash advance, if you did not request a cash advance this field would be zero. Remember, if approval is not obtained prior to spending, you run the risk of not getting reimbursed.

**Amount Due to Church** – If the total is less than your cash advance, put the difference amount on this line and submit a check/cash to cover the difference.

**Amount Due Member** – If the total amount goes over and above the approved cash advance amount, put the difference amount on this line. This overage will have to go back to Pastor for approval and if approved a check will be sent for the overage.

**Approved/Verified** – The Executive Finance Officer will obtain Pastor’s approval if required.