Harpeth Baptist Church

Spending Request

Date	Your Name	Phone

Description of Expense	Vendor

Amount	Needed by:	Payment Method	Purchaser:
		☐ Check ☐ Card	☐ Staff ☐ Myself

More information:

Expense Category (From Annual Spending Plan)

- ☐ Audio Visual
- ☐ Benevolence
- ☐ Church Supplies
- ☐ Discipleship Materials
- ☐ Flowers & Gifts
- ☐ Maintenance
- ☐ Men's / Women's Ministry
- ☐ Special Events
- ☐ Youth Ministry
- ☐ Other

Response	Reason:
☐ Approved ☐ Not Approved ☐ For Next Board Meeting	

Harpeth Baptist Church
615-378-1136 • info@harpethbaptist.org

Revised February 27, 2023