



# Pennsylvania Baptist State Convention, Inc. Finance Sheet

Rev. Dr. Bruce N. Alick- President  
Rev. A.G. Davis Jr- Finance Director Sis. Nicole P. Tarpley- Treasurer

Deposit \_\_\_ Request \_\_\_ Reimbursement \_\_\_

SESSION: ANNUAL \_\_\_ MID YEAR \_\_\_ BOARD \_\_\_ OTHER \_\_\_

Date: \_\_\_\_\_ Ministry: \_\_\_\_\_

Amount of Deposit/ Request: \$ \_\_\_\_\_ Requested For: \_\_\_\_\_

Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Data Needed (Receipts are **mandatory** for reimbursements)

\_\_\_\_\_  
Ministry Head Approved

\_\_\_\_\_  
Ministry Head Signature

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Finance Director Signature

Deposit:

100: \_\_\_ 50: \_\_\_ 20: \_\_\_ 10: \_\_\_ 5: \_\_\_ 1: \_\_\_

.50: \_\_\_ .25: \_\_\_ .10: \_\_\_ .05: \_\_\_ .01: \_\_\_

How many Checks?: \_\_\_\_\_

Total Cash: \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

Mail Request to:

PSBC c/o Rev. B. L. Thompson Jr.

P.O. Box 28636 Philadelphia PA 19151-0636

Make checks payable to: \_\_\_\_\_

Memo: \_\_\_\_\_

Mail Address to send the check: (print legibly)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check # \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Request/ Receipt Mailed: \_\_\_\_\_