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Payable to:	
	(Please print)

If not already on file with SCC, please send either a void cheque or Direct Deposit Form to allow for Electronic Fund Transfer to accounting@summitcommunity.ca

Date	Vendor	Total	Account Number (Summit Staff Use)	Description
	TOTAL	ı		
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Instructions:

Church Members Send the above expense form in numbers or excel format to the Staff Member overseeing the ministry who will add

the account numbers. In a separate file send pdf copies of the supporting receipts.

SCC Staff Send the above expense form including the account numbers along with the supporting receipts in one pdf file to your Approver.