

EXPENDITURE REQUEST/REIMBURSEMENT FORM

Staff Use Only
_____ Debit Card
_____ Check

REQUESTOR NAME: _____

MINISTRY AREA: _____

DATE REQUESTED: _____

ITEM(S) DESCRIPTION: _____

USE / PURPOSE: _____

ESTIMATED COST: _____

Budget/Accounting # _____

Ministry Director Approval (\$50)

Operations Director Approval-(\$50-\$250)

Council Treasurer - Approval -(above \$250)

Lead Pastor - Non Budgeted - Approval

_____	Date Approved
_____	Date Approved
_____	Date Approved
_____	Date Approved

This form MUST be approved PRIOR to purchase. ALL required signatures are necessary before submission to Financial Admin. Thank You!

Payment Authorization with Receipts/Invoices Attached

Requestor	<u>Vendor</u>	<u>Actual Amount</u>
_____	_____	\$ _____

Ministry Director-If over original approval

Check should be written to: **VENDOR** or **REQUESTOR** (Please circle one)

PROCEDURES

- 1) Requestor completes request and obtains Ministry Director Approval-**Prior to Purchase**
- 2) Ministry Director consults with Operation Director/Financial Admin to assure funds available & submits form for required approvals
- 3) Requestor makes purchase, resubmits this form along with receipts for payment

NOTE: Requestor to obtain tax exempt cards needed from work room/Operation Director/Financial Admin - **Tax will NOT be Reimbursed**

