

**First United Methodist Church  
Expenditure Authorization / Voucher Slip**

**Part I: Authorization**

We are a TAX EXEMPT organization. Please use our Tax Exempt number and form for all purchases. SALES TAX WILL NOT BE REIMBURSED

If purchase will exceed \$50, prior approval must be obtained from the appropriate Ministry Team Leader before purchase. Unapproved items will be the responsibility of the person making the purchase

Amount \$ \_\_\_\_\_ Pay To: \_\_\_\_\_

Description of expense: \_\_\_\_\_

Account To Charge: \_\_\_\_\_ # \_\_\_\_\_  
Name Number

Are funds available in this account Yes  No   
If no, approval of budget transfer is required before the payment will be made.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II: Receiving Report**

The items/service ordered have been received as ordered, in good condition, and payment is hereby authorized. Please attach the invoice/Receipt.

\_\_\_\_\_  
Signature Date

**Part III: Office Use**

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Check #: \_\_\_\_\_ Paid To : \_\_\_\_\_

Accounts # \_\_\_\_\_ # \_\_\_\_\_

Charged # \_\_\_\_\_ # \_\_\_\_\_

# \_\_\_\_\_ # \_\_\_\_\_