

**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 # _____ # _____

_____ # _____