

# Expenditure Authorization Form

**Use This Form to request permission to purchase item(s):  
 Fill out upper portion of this form, attach receipts and secure the signature of appropriate Board Chairman or Ministry Leader. Then forward approved form to Current Expense Treasurer.**

**Indicate form of payment:**

to be billed to us.     to request a check be written.     to be reimbursed.

Requested by \_\_\_\_\_ Date Requested \_\_\_\_\_

For \_\_\_\_\_

Quantity	<u>Description/Purpose</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Vender \_\_\_\_\_ Estimated Spending \$ \_\_\_\_\_  
 \_\_\_\_\_ Actual Spending \$ \_\_\_\_\_  
 \_\_\_\_\_

Memo \_\_\_\_\_  
 (Please fill in account to be charged below, if known)

**Authorization:**

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Account to be charged \_\_\_\_\_

Memo \_\_\_\_\_

**Expenditures may be authorized by:**

- \_\_\_ Trustees
- \_\_\_ Board Chairs
- \_\_\_ Pastor
- \_\_\_ Secretary
- \_\_\_ S.S. Superintendent
- \_\_\_ \_\_\_\_\_

**Procedure** (anything else we need to know to complete purchase and/or payment)