

SHADY GROVE UNITED METHODIST CHURCH PAYMENT VOUCHER

General Instructions:

1. Fill out all applicable sections and sign.
2. Attach copies of any supporting documents (i.e. order form, invoice and/or receipts)
3. After copying for your files, if desired, place original form in the Treasurer's mailbox.

EXEMPTIONS:

The following types of budgeted expenses are exempt: payroll and benefits, utilities, leases, insurance, Conference and District Apportionments, gas for vehicles, and service contracts.

PAYMENT INFORMATION:

Need to pay: _____

Need to reimburse: _____

DESCRIPTION OF PURCHASE OR COMMENTS: _____

Purchase/Invoice Date _____ Ministry Area placing order: _____

Budget Area and Line Item No.: _____ Amount \$ _____

Is this Purchase within Ministry Area Budget? _____ If not, the Ministry Area must have this expense approved by the Finance Committee.

Signature of Ministry Area Chairperson, or Staff Member assigned: _____

ADDITIONAL COMMENTS / SPECIAL INSTRUCTIONS: _____

For Finance Committee use:

If expense is over threshold: Approval of Finance Committee - By: _____

Additional Finance Committee Comments: _____

