



Miles Memorial UMC: Payment Authorization Form

Instructions for Submission:

1. Obtain Committee Chair signature **before** making the purchase.
2. After purchase, attach the itemized receipt(s) to this form.
3. Submit the completed worksheet and receipt to the Treasurer within **14 days**. Transaction requests past 30 days of purchase will not be honored.
4. Please remember that the SPRC chair needs to approve the "pastor accounts reimbursable" requests and submit to the treasurer as well, verifying the accounts reimbursable budget.

Section 1: Request & Committee Pre-Approval

To be completed by the Purchaser and the Committee Chair.

Requestor/Purchaser

Date of Request:	
Requestor Name:	
Ministry/Department/Committee:	
Committee Chairperson:	
Purchase request: Item(s) Vendor Description/Purpose Amount	

Committee Chairperson/ Purchasing Authorizer

Charge code from the budget:	Balance for that line:
<input type="checkbox"/> Funds are available in the current budget.	<input type="checkbox"/> Funds are NOT available; approval was sought at the Finance Committee meeting on: _____
Committee Chair/ Purchasing Authorization I certify that this expenditure is for official church business and aligns with the approved budget.	ChairSignature: Date:

Section 2: Processing & Final Authorization

To be completed by the Treasurer and Finance Chair.

Treasurer Review:

<input type="checkbox"/> Request aligns with UMC governance and tax-exempt status.	<input type="checkbox"/> Itemized receipt/invoice is attached (or pending purchase). If not, return to committee chair.
Treasurer Signature:	Date:
Check #:	Date sent to bookkeeper:

Final Finance Approval (Mandatory for Pastor accounts or over-budget items):

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied Reason or plan:
Finance chair signature:	Date:

Additional notes: