

# Westbrook Church Payment Authorization & Purchase Approval Form ~ General Fund

**Expenditure Description:** \_\_\_\_\_  
\_\_\_\_\_

**Ministry Area:** \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

**Payment Type** (Please mark all appropriate items)

**Vendor Payment**

Invoice Attached

Invoice Not Attached *(Describe Below)*

**Check Request/ Cash Advance** *(Describe Below)*

*Receipts, balance required after expenditure.*

**Personal Reimbursement** *(Describe Below)*

Receipts Attached

**Returned for Credit** *(Describe Below)*

Vendor \_\_\_\_\_

**Describe:** \_\_\_\_\_  
\_\_\_\_\_

**Payee** (To whom the check should be made out)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Payment Terms**

**Per Invoice Terms**

**Per Credit Card Terms**

**ASAP** date: \_\_\_\_\_

**Please Issue Check  
on This Date:**  
\_\_\_\_\_

**Other** \_\_\_\_\_  
\_\_\_\_\_

**Account  
Number(s)**

Will be assigned by  
Church Office if not  
completed by  
Requester

**Please Enclose Attachments with the Check**     **Give Check to:** \_\_\_\_\_

**Mail Check to:** (If Other Than Payee) \_\_\_\_\_

**Requested by:** \_\_\_\_\_    **Date Requested:** \_\_\_\_\_

**Approvals Needed**

**Ministry Coordinator/Representative:** \_\_\_\_\_

**Operations Manager:** (All Expenditures Over \$200) \_\_\_\_\_

**Approved Elder Officer:** (General Fund Expenditures Over \$1,000) \_\_\_\_\_

**Additional Signatures** \_\_\_\_\_

# Preparation Instructions for the Payment Authorization and Purchase Approval Form

*Please read and follow the instructions carefully.*

## Expenditure Description

Clearly describe **WHAT** the purchase will cover (e.g., supplies, curriculum, food, etc.), the reason for the purchase, and the quantity of items, when applicable. Enter the specific ministry responsible for the purchase. Enter the total amount of the purchase (the check amount).

## Payment Type

In the space provided, specify any needed or useful information about the request. All purchases made on behalf of Westbrook Church are exempt from sales tax. All tax-exempt purchases require the use of our tax-exempt number, which is **ES27736**. Tax-exempt cards are available upon request and recommendation. State sales tax will *not* be reimbursed if an individual has been reminded at least twice of this policy.

Cash advances to ministry coordinators or designated representatives will be issued via check if this authorization form is received by the church office *one week* prior to both the date requested and the date that the check payables are printed. This service is provided to minimize the use of the ministry representatives' personal finances. In most cases, the cash advance will represent an estimate of the actual expenditure; therefore, receipts are required immediately following the actual expenditure and the difference will be reconciled by cash or check.

## Payee

Enter the name of the vendor, supplier, or person to whom the check should be made payable. The address, phone number, and fax number are not required but will be helpful if this is a new payee.

## Payment Terms

All vendor and supplier payments will be paid per the terms of the agreement. Personal reimbursements will be treated as due upon receipt, and checks will be issued each week when payables are processed.

## Account Number(s)

If known, please post the appropriate accounts numbers. Otherwise, leave the spots blank, but be sure to describe in detail the ministry and the reason for the expense in the Expenditure Description.

## Check Distribution

Enter the name (and address, if needed) of the person who is to receive the check, if the person is someone other than the payee.

## Approvals Needed

A Ministry Coordinator or designated representative needs to approve all ministry expenses. If the purchase is over \$200, approval from the Operations Manager is needed prior to the purchase. Approved Elder signature for expenditures over \$1,000.