_____ UMC EXPENSE ALLOCATION FORM

(See reverse for instructions)

Pre-approval of an expense: Fill out **Part I** and have Committee Chairperson sign form.

Requesting payment: Fill out **Parts I and II** and have Committee Chairperson sign form.

Notification of an order or charge purchase for which a bill will soon arrive: Fill out **Parts I and III** and have Committee Chairperson sign form.

PART I

Person's name making the request: _____

Committee: _____

Today's Date: _____ Date Needed: _____

Description of Expense	Amount of Expense	Budget Line Item Number
_____	_____	_____
_____	_____	_____
Total Expense	_____	

PART II

Check payable to: _____

(please print)

Address:_____

In some cases, the check may need to be forwarded to someone else.

Who should receive check (if different than above) Name: _____

Address: _____

PART III

Vendor: _____

Item(s): _____

Approximate Amount: _____ Budget Line Item Number: _____

_____ _____

Signature of Committee Chairperson **Date**

PART IV – For Treasurer Use

Line item charged to: _____

Expense of $300 or more approved: *Yes* *No*

Comments: _____

Signature of Treasurer: _____

INSTRUCTIONS FOR THE EXPENSE/REIMBURSEMENT OF _____UMC FUNDS

A) PRE-APPROVAL OF AN EXPENSE

Ÿ **EXPENSES EXCEEDING $300 REQUIRE PRIOR APPROVAL BY THE TREASURER** (This ensures there are enough funds in the account to cover the expense)

Ÿ Fill out Part I of the Expense Allocation Form

Ÿ Have the appropriate Committee Chairperson sign the form

Ÿ Provide to the Treasurer

Ÿ Treasurer will complete Part IV of the Expense Allocation form and return to the Committee Chairperson

B) PAYMENT REQUEST OR REIMBURSEMENT

Ÿ Please discuss with the Committee Chairperson prior to expenditure of funds

Ÿ Fill out Parts I and II of the Expense Allocation Form and attach the bill

Ÿ Have the appropriate Committee Chairperson sign the form

Ÿ Provide to the Treasurer

Ÿ Treasurer will pay the bill and complete Part IV of the Expense Allocation form and return to the Committee Chairperson

Ÿ C) NOTIFICATION OF A FORTHCOMING BILL

Ÿ Fill out Parts I and III of the Expense Allocation Form

Ÿ Have the appropriate Committee Chairperson sign the form

Ÿ Provide to the Treasurer

Ÿ Treasurer will pay the bill upon receipt and complete Part IV of the Expense Allocation form and return to the Committee Chairperson

MUST-DO'S

- **INCLUDE A BUDGET LINE ITEM NUMBER** – The Treasurer needs this information to track expenses to budget
- Some complex bills may require breaking down if portions are to be charged to different budget line items. Each expense must be charged to a line item.
- **HAVE APPROPRIATE COMMITTEE CHAIRPERSON SIGN EXPENSE ALLOCATION FORM**
- This is also essential so that the chairperson can track expenses of his/her budget. Each chairperson is accountable and therefore needs to know of all financial activity in his/her area.
- **FOR THE "NEEDED DATE", PLEASE INCLUDE AN ACTUAL DATE**
- Also, please turn in the form promptly to allow adequate time for the bill to be paid

The 20____ Committee Chairpersons are as follows:

Trustees
Pastor Parish Relations
Nurture
Outreach
Witness

_____ UNITED METHODIST CHURCH ORDER FORM

(**Please give a copy to the office**)

Company Name _____

Phone Number _____ Date of Order _____

Your Name _____ Church acct # _____

Department or Group item(s) ordered for _____

Item(s) ordered, quantity and total cost of each item:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Total including shipping/handling _____

Order number _____ ETA of order_____

How paid: ____Visa charge ____Church account

____Reimbursement/Amount of reimbursement (attach receipt) _____

Church Order Recap

ETA	Company	Item	Notify	Date Box Rec'd

_____ UMC Reimbursement Request

Please attach all requested receipts

Date of Receipt	Amount	Budget Account to charge	Explanation/comment
Total	**$**		

Requested by:_____

Today's Date:_____