

Mount Royal Mennonite Church
610 Avenue O North
Saskatoon, SK S7L 2V3

EXPENSE PAYMENT AUTHORIZATION FORM

Pay to: _____
Address _____
(if required) _____

Treasurer's Use
Cheque # _____
Date _____

Property Ministry

_____ 60405 Advertising/ Web Page	_____ 60415 Outside Services	_____ 60430 Janitorial Supplies
_____ 60435 General Maintenance	_____ 60440 Office Supplies	_____ 60145 Rental Services
_____ 60435 General Maintenance *F	_____ 60440 Office Supplies *F	_____ _____

*F indicates that the payment is to be made from a related fund.

Total Amount _____ Request Date _____

GST _____
(included in total)

Signature of requester

Signature of Ministry Chair or Designate

Procedure:

This form is to be completed by the individual requesting payment of an expense. All expenses must be claimed within 90 days of being incurred.

Pay To:

In the case where the individual has paid the cost and needs to be repaid the expense, the *Pay To* will be the name of the individual making the request. In the case of submitting a vendor invoice to be paid, the *Pay To* will be the name of the vendor. If the address is a church mailbox, or is clear from the invoice, then *Address* is not required.

Expense Details:

Insert the applicable amount next to the appropriate category. If you are authorizing an expense for which the category is not shown, write the amount and a short description in the supplied blank. Also, if the reason for the expense is not obvious, then write a short explanation on the invoice or the form.

Insert the total payment amount in *Total Amount*. If GST applied to the expense, insert the total GST amount in the GST line. Insert the current date in the *Request Date*.

Signatures:

The requestor must sign as *Signature of Requestor*. If the total is greater than \$50, then the form must have two signatures, the requestor and either the Ministry Chair or designate, to authorize payment. If your signature is not clearly legible, then also print your name.

Attached Invoices:

Attach original invoice or sales slip. When the invoice or sales slip contains personal items besides the one(s) claimed, then a photocopy showing the applicable invoice lines and amounts, and place of purchase, may be used in place of an original.