

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

**EXPENSE PAYMENT AUTHORIZATION FORM**

Pay to: \_\_\_\_\_  
Address \_\_\_\_\_  
(if required) \_\_\_\_\_  
\_\_\_\_\_

|                        |
|------------------------|
| <b>Treasurer's Use</b> |
| Cheque # _____         |
| Date _____             |

**Worship Ministry**

|                       |                        |                           |
|-----------------------|------------------------|---------------------------|
| _____ 60205 Christmas | _____ 60310 Guest      | _____ 60315 Hospitality   |
| _____ Banquet         | _____ Speakers         |                           |
|                       | _____ 60330 Music /    | _____ 60335 Worship Misc. |
|                       | _____ Piano / Licenses |                           |
| _____                 | _____                  | _____                     |

\*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.