

Salado United Methodist Church
Expense Approval Form

Date of Request			
Person Making Request			
Amount			Estimated
			Actual
Purpose			
Vendor/Supplier			
SUMC Account/Fund/Ministry			
Check One:			
	The expense will be charged to SUMC by the vendor/supplier		
	I will be using the SUMC Discover card		
	I will be paying for the expense myself and requesting reimbursement		
	I have already paid for the expense myself and am requesting reimbursement		
	Other (specify)		

Comments:

Church office use only

Approved By	
Date	

All expenditures of church money must be approved in advance by the Senior Pastor using this form. Exceptions to this process include expenses totaling less than \$100.00, or expenses drawn on established church ministry funds (e.g. Methodist Men, Methodist Women, etc.). For a complete description of the SUMC expense control policy, contact the church office.