

**PONTE VEDRA UNITED METHODIST CHURCH  
REQUEST FOR**

     **Check for Purchase**         **Credit Card Purchase**         **Reimbursement**

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Check Payable to \_\_\_\_\_ Date Needed \_\_\_\_\_  
Address \_\_\_\_\_ Date Requested \_\_\_\_\_  
\_\_\_\_\_ Account Name/Number \_\_\_\_\_  
\_\_\_\_\_ Amount \$ \_\_\_\_\_

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Description of expenditure: \_\_\_\_\_

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Was this listed as a planned expenditure in your budget?                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
Are there sufficient funds within this account to cover the expenditure?                      Yes \_\_\_\_\_                      No \_\_\_\_\_  
If No, please explain: \_\_\_\_\_

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Submitted by \_\_\_\_\_ Signature \_\_\_\_\_

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Authorized Signatures For:

**EXPENSES OR DESIGNATED FUNDS UP TO \$500.00**

- Budget Managers are pre-approved for expenditures up to \$500.00 subject to the following guidelines:
- 1) The expenditure was listed in their approved line item description submitted for their FY budget
  - 2) All reimbursements must be accompanied by the receipt.
  - 3) All Expenditures to be taken out of designated funds must be pre-approved as outlined below.

**BUDGET EXPENSES \$500 - \$1,500 or DESIGNATED FUND EXPENSE UNDER \$1,500**

\_\_\_\_\_  
Ministry Leader or Staff (person requesting)                      Pastor AND

**EXPENSES OR DESIGNATED FUNDS OVER \$1,500.00**

\_\_\_\_\_  
Ministry Leader or Staff (person requesting)                      Pastor AND

\_\_\_\_\_  
Treasurer / Chair Finance

Comments regarding disapproval: \_\_\_\_\_

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**FOR FINANCIAL MANAGER USE ONLY:**

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_