

# Asbury United Methodist Church

## Payment Voucher

### **General Instructions:**

1. Fill out all applicable sections and sign.
2. Attach copies of any supporting documents (i.e. order form, invoice and/or receipts)
3. After copying for your files, if desired, place original form in the Treasurer's mailbox.

### **EXEMPTIONS:**

The following types of budgeted expenses are exempt: payroll and benefits, utilities, leases, insurance, Conference and District Apportionments, gas for vehicles, and service contracts.

### **PAYMENT INFORMATION:**

**Need to pay:** \_\_\_\_\_

**Need to reimburse:** \_\_\_\_\_

**DESCRIPTION OF PURCHASE OR COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Purchase/Invoice Date \_\_\_\_\_ Ministry Area placing order: \_\_\_\_\_

Budget Area and Line Item No.: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Is this Purchase within Ministry Area Budget? \_\_\_\_\_ If not, the Ministry Area must have this expense approved by the Finance Committee.

Signature of Ministry Area Chairperson, or Staff Member assigned: \_\_\_\_\_

ADDITIONAL COMMENTS / SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **For Finance Committee use:**

If expense is over threshold: Approval of Finance Committee - By: \_\_\_\_\_

Additional Finance Committee Comments: \_\_\_\_\_

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