

NBUMC Approval for Expense Form

Prior to Spending Funds	1. To spend money, you MUST get permission from your Administration Team Leader/ Ministry Chairperson.			
	Amount requested:			
	Team/Ministry requesting funds:			
	Quick Book Account to be Charged for the expense:			
	Date funds needed by:			
	Purpose of the funds:			
	Requester's Name:		Date: (mm/dd/yyyy)	
	Administration Team leader approval signature:		Date: (mm/dd/yyyy)	
	Submit to Treasurer for approval			
	2. To spend money, the Administration Team Leader/Ministry Chairperson MUST get permission from the Treasurer if exceeding \$750/\$250 respectively.			
Treasurer approval signature:		Date: (mm/dd/yyyy)		
Treasurer notes about request:				
Return to Requester with approval and/or comment				
AFTER Spending Funds	3. AFTER spending money, re-submit this form for reimbursement, with receipt(s) attached			
	Where payment came from or direct bill: (Check one of the following)	Personal Funds – Reimbursement Required Church Credit Card or Funds – Reimbursement NOT Required Direct Bill to the Church – Reimbursement NOT Required		
	Quick Book Account to be Charged for the expense			
	Exact amount spent: (Must be less than or equal to pre-approved amount)			
	Check made out to: (Enter "N/A" if reimbursement not required)			
	Check sent to: (address, if necessary) (Enter "N/A" if reimbursement not required)			
	Check Number:		Check Date: (mm/dd/yyyy)	
Submit to Treasurer				