

# Payment Authorization Form

1. This form is a fillable PDF, so if you have the electronic version, you can fill it out prior to printing it. If you have a printed version, just fill it out with pen.
2. Complete the payee section. If you want pick up the reimbursement check from the Treasurer or have a box in the church office, indicate that in the address box. Otherwise, it will be mailed. If this form is documenting a church debit card expense, indicate that in the address box.
3. In the expense section, there is room for 3 separate entries. Usually only 1 line per receipt is necessary. You don't have to list each item on a receipt separately. If you need more lines, get another form or add the data separately.
4. In the Category column, describe as best you can what budget line should be charged. When in doubt, just ask or take your best guess. We'll figure it out.
5. Send the completed form to the Treasurer with receipts attached. Scans attached to an email are just fine.
6. The Treasurer will obtain any needed approvals.

## Payee Information

Name:

Address: 

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Date	Description	Category	Amount
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
		<b>TOTAL</b>	<input style="width: 100%; height: 100%;" type="text"/>

Submitted by (print):