



Woodland United Methodist Church

Request for Payment/Reimbursement

(Instructions for Completion below.)



Date: _____ Amount: \$ _____

Budget Category **OR** Designated Account: _____
(Circle Whether Budget or Designated) (Indicate Name of Specific Budget Category or Designated Account)

Purpose of Expense is: _____
(If paying for hourly work, include # of hours, rate paid, and to whom)

Invoice Attached: _____ (Be sure entire invoice is attached if paying from invoice; not just the top portion.)

Make Check Payable to: _____

Give Check to: _____

Mail Check to (Entire Address): _____

Committee Chairperson Approval (Signature): _____

 (OFFICE USE ONLY)

Check Number: _____ Date Written: _____ Signed by: _____

Instructions

Date: Date form is completed.

Amount: Amount requested for payment.

Budget Category OR Designated Account:
 Indicate whether the payment comes from a "Budget Category" or "Designated Account" by circling, and indicated the specific category or account from which the payment is to be taken.

There are 2 areas from which payments can be made:

"Budget Category" is the line item in the current year's budget (e.g., "Repairs & Maintenance," "Missions Discretionary," "Worship Materials," etc.).

"Designated Accounts" are those accounts containing funds and givings set aside for a specific reason and carried over year to year (e.g., "UMYF Designated," "Needlepoint," "McCain Scholarship," etc.). They are separate from the annual budget. Normally these accounts are overseen by the applicable committees.

Purpose of Expense is: Give enough detailed information so that it can be referred to at a later date (if paying for hourly work, include # of hours, rate paid, and to whom).

Invoice Attached: Attach the receipt, voucher, or pay sheet. Be sure entire invoice is attached if paying from invoice; not just the top portion.

Make Check Payable to: Show the name exactly as it is to be written on the check.

Give Check to: Indicate to whom the check is to be given if it is to be hand-delivered or left in a folder. For example, the submitting person may be requesting a check that he/she needs to purchase an item or pay for a service.

Mail Check to (Entire Address): List the entire address.

Committee Chairperson Approval (Signature): Must be signed by approving officer/chairperson.