

All Souls Church, Unitarian EXPENSE AUTHORIZATION FORM

Instructions:

1. Complete form in its entirety. (Note that incomplete requests will result in delayed processing.)
2. Attach all receipts and/or invoices.
3. Be sure to explain any discrepancies between amount requested and supporting documentation. Also include any documents that should be kept in our accounting files (eg, contract, letter of agreement, etc).
4. Copy form and supporting documents and keep for your records.
5. Submit form with attachments to box marked "Invoices & Check Requests" in church office.
6. **Allow one to two weeks for processing.**
7. Email Valerie Fowlkes-Bynum at vfowlkes-bynum@allsouls.ws or call **202-332-5266 (ext. 111)** if you have questions.

Date:	Committee/Activity Name:		
Description of Activity (include date):			
Name and Phone # of Person Completing Form:		Committee Leader's Signature:	
Person or Vendor to Receive Payment:		Total Amount Requested:	
Payee Address & Phone #:			
Check Memo Line Should Read as Follows:			

Acct #	Committee/Account Name	Amount
Total Amount Requested:		\$

Approval Status (Executive Director or Minister):

Approved Denied Signature _____ Date: ___/___/___

Reason for Denial: _____

Check Signer Use Only

Approved Denied Signature _____ Date: ___/___/___

Reason for Denial: _____