

**St. Luke's Lutheran Church**  
**Form 1000, Expenditure Approval and Payment**  
 Rev. 4/18/23

- Notes:**
- a) Submit a separate form for each payee.
  - b) **Attach available documents (receipts, packing slips, copies of order forms, etc.).**
  - c) Put the completed form in the mailbox for the appropriate Board Chairperson.
  - d) When goods are **ordered**, but are **not delivered**, complete this form and write *"Not Delivered"* in the "Comment" section and put in mailbox of appropriate Board Chairperson. When the goods are delivered, advise the Board Chairperson.
  - e) See P&P for details for when the Pastor may act as the appropriate Board Chairperson.

**Submitted By:**      **Name:** \_\_\_\_\_      **Date:** \_\_\_\_\_

- Prior Approval:**
- Council Action, date \_\_\_\_\_       Emergency
  - Not Required (indicate why below):
    - Less than \$1,000 and less than Budget allocation total for that Committee or Board.
    - Memorial Gift, name(s): \_\_\_\_\_
    - Approved Project, Fund Raiser, Special Event, etc.\*
- \*Project/Raiser/Event Name: \_\_\_\_\_

- Funding Source:**
- General Fund (Approved Budget)
  - Special Fund, sub-fund name: \_\_\_\_\_

**Expenditure(s):**

	Description	Amount	Budget Account No.	Paid <small>(for office use only)</small>
1				
2				
3				
	<b>Total</b>			

**Payee** (the check will be made to this name):

**Name:**  See attached      **Address** (if to be mailed):  See attached

\_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Board Approval:**

**Board:** \_\_\_\_\_      **Chairperson:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Note to Chairperson: Upon your approval, give it to the Treasurer for processing. When goods are delivered, cross out *"Not Delivered"* and write *"Delivered"* in the "Comment" section and then give it to the Treasurer.