

St. Luke's Lutheran Church
Form 1000, Expenditure Approval and Payment

Rev. 3/20/12

- Notes:**
- a) Submit a separate form for each payee.
 - b) **Attach available documents (receipts, packing slips, copies of order forms, etc.)**
 - c) Put 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*.

*See resolution 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 \$400 and less than Budget line item total.
 - 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				
	Total			

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 to Office Secretary for processing. When goods are delivered, cross out *"Not Delivered"* and write *"Delivered"* in the "Comment" section and then, give to Office Secretary.