

United Methodist Temple
Expenditure Requisition Procedure

March 18, 2012

The United Methodist Temple Expenditure Requisition procedure provides a means for requesting and obtaining approval to purchase goods and or services, and or to make any other expenditure on behalf of the church. The purpose of the procedure is two-fold:

To ensure that each expenditure is justified and authorized within the appropriate ministry.

To ensure that proper financial stewardship occurs within the church

The Expenditure Requisition form initiates the expenditure requisition process. The completed form is transmitted to the church secretary who will log it in and then forward it to the chairman of the ministry department, then to financial secretary and the finance committee representative for approval. After each approves the expenditure, an approval notification is sent back to the requestor. At that time, the expenditure can occur.

There will be many financial requirements within the church and expenditures can only be made when both the expenditure is justified and funds will be available. The fact that funds appear in a given budget line item does not mean that money actually exist at any given time for the expenditure. The approvers must insure money is available. The requestor must give persons approving as much notice as possible for approval, and give a date when the expenditure is needed. This could also be done by email process.

The Chairman of the ministry makes sure the expenditure is appropriate, and where should this expenditure fall under their ministry budget.

The Financial Secretary must check on balance of funds and budget balance.

The finance committee representative who is reviewing the request has to check to see if the budget money exist for the expenditure, and are there funds available at this time for the expenditure, and what account it should come out of.

Any purchase amounts of less than 100.00 does not require a purchase requisition.

Staff salaries, pastor support items, utilities expenses, contract items, designated funds, and mortgage payments will not require a requisition.

United Methodist Temple Expenditure Requisition

Requisition No _____

Requested by _____

Phone Number _____

Email Address _____

Date _____

Description of items _____

Where to Purchase _____

Amount _____

Date needed to purchase items by _____

Ministry area to charge to budget _____

Budget account balance _____

Available fund balance less designated funds _____

Church Funds Available Yes _____ No _____

Budgeted Yes _____ No _____

Chairman of Ministry _____ Date _____

Financial Secy approval _____ Date _____

Finance committee representative approval _____ Date _____

Comments _____

Date returned to requestor _____

Staff Salaries, pastor support items, utility expense, designated funds, mortgage payments, and items less than \$100.00 do not require requisition.