

**Parkdale Baptist Church**  
**Authorization for Purchase or Payment**

**Request to Purchase**

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Payee: \_\_\_\_\_

Ministry / Line Item: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

Notes: \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

(Budget Responsible Person—or—Stewardship Member Signature)

**Authorization to Pay** (If different amount than approved above)

Amount: \$. \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

(Budget Responsible Person—or—Stewardship Member Signature)

**For Finance Use Only:**

Debit Account:, \_\_\_\_\_

Memo: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check # \_\_\_\_\_

**Instructions**

All purchases must be authorized by the appropriate Budget Responsible Person prior to being made. You may use the upper portion of this form to record your request. It should then be given to the Budget Responsible Person or the designated representative for authorization prior to the purchase. They will sign and return it to the requestor.

After the purchase has been made, attach receipts and return to the office for check to be written. An additional signature is not required in the bottom section if the purchase does not exceed the previously approved amount and a signature appears in the upper section. If the purchase exceeds the approved amount, then attach receipts and route request through the Budget Responsible Person for approval of the new amount prior to returning to the office for payment.

List separate amounts if more than one purchase. See appropriate team leader if assistance is needed.

Requests for reimbursement should be made within the month the expenditure occurs, but in no case more than 30 days after the purchase or billing.

Receipts must be attached.