

Authorization for Spending Church Money

Kirkby Lonsdale Methodist Church

1. Name of Supplier.....
2. Invoice direct to church/ receipt (*please circle as appropriate*)
3. Name of Person to be reimbursed if not invoiced direct:
4. Amount of expenditure to be invoiced/reimbursed and details
(*if exact amounts are not known put estimate of maximum amount likely*)
..... £.....
..... £.....
..... £.....
..... £.....
..... £.....
..... £.....
TOTAL : £.....
5. Does the item cost between £51 and £100 AND is to be a repeat purchase?
6. If yes, indicate frequency of repeat expenditure e.g. monthly and get senior Steward to sign below to authorize this expenditure before purchasing.
7. Does the item cost between £51 and £250?
8. If yes: complete details above and get senior Steward to sign below to authorize this expenditure before purchasing.
9. Does the item cost between £251 and £1000 (requires approval of 4 Stewards)
Yes: contact senior Steward for authorization (*documentation required ex Council or Stewards Minutes*)
10. Does the item cost £1001 or more (requires Church Council approval)
Yes: contact senior Steward (*documentation required ex Council or Stewards Minutes*)
11. N.B. For expenditure greater than £250, 2 - 3 quotations are required, wherever practical, before getting authorization and deciding on supplier.

As senior Steward I am signing to authorize this expenditure and it adheres to the Church Spending Policy.

.....

Or I have passed this application for expenditure on to the Stewards/Church Council (as appropriate), either because it is over £250, or I require consultation of others.

.....