

OAKTON UNITED METHODIST CHURCH

PAYMENT NOTIFICATION/CHECK REQUEST FORM

This form must be completed for all purchases being paid for by the church. This includes all items charged to the church credit card, check requests, and all reimbursement requests. Expenses in excess of \$250 will not be paid without prior approval using the Purchase Pre-approval Form. (If applicable, attach a copy of this approval and skip line 4.)

1. NAME: _____ DATE: _____

2. GROUP OR COMMITTEE: _____

3. BUDGET LINE ITEM: _____

4. REASON FOR REQUEST: _____

5. AMOUNT: _____

(Attach receipts as appropriate)

6. NEED CHECK BY: _____

7. CHECK PAYABLE TO: _____

8. DOES THIS PURCHASE AFFECT OMUC PROPERTY, EQUIPMENT,
FURNISHINGS, BUILDINGS, PARKING LOT, OR GROUNDS?

YES: _____ NO: _____

(If yes, prior approval by the Chair of the Trustees is required.)

COMMITTEE CHAIR APPROVAL: _____

(Signature and Date)

TREASURER: _____

DATE RECEIVED: _____

RECEIPTS: YES: _____ NO: _____

CHECK NUMBER: _____

AMOUNT: _____