

St. John the Evangelist Orthodox Mission

Authorization for Expenditure

This form is to be filled out for all projected expenses that are not covered in the annual budget or which may exceed the amount budgeted for a category.

After an authorized expenditure has been made, **this form is to be submitted to the treasurer with invoice or receipts attached or included.**

Individual requesting authorization:

Amount requested:

\$ _____

Purpose of the expenditure:

Signature of Requestor: _____ Date: _____

Committee Authorizing Expenditure:

Signature of Committee Chairperson: _____ Date: _____

If receipts are attached, the check should be made payable to

For Treasurer's Use Only

Check #: _____ Payee: _____ Date: _____ Account : _____