

Glendale Church Request to make Payment

Glendale - Finance Forms May 2011



Requestor & Payment Details

| | | | |
|--------------|--|------|--|
| Requested By | | Date | |
|--------------|--|------|--|

Ministry Team Budget being Used to Fund Expenditure (tick box)

| | | | | | |
|---------------|--|---------------|--|----------------|--|
| Adult Mission | | Youth Mission | | Sunday Service | |
|---------------|--|---------------|--|----------------|--|

| | | | | | |
|---------------------------------|--|----------------|--|---------|--|
| National /International Mission | | Pastoral Needs | | Finance | |
|---------------------------------|--|----------------|--|---------|--|

| | |
|---------------------------------|--|
| Admin and Member Communications | |
|---------------------------------|--|

| | |
|-------|--|
| Payee | |
|-------|--|

| | |
|---------------------------|--|
| Address (If to be posted) | |
|---------------------------|--|

| | |
|-----------|--|
| Attention | |
|-----------|--|

| | | | |
|-------------|--|-------------|--|
| Description | | Amount £:00 | |
|-------------|--|-------------|--|

| | | | | |
|-------------|---|--|---|--|
| Please Tick | Please give me, the requestor, the cheque | | Please send the payee the cheque on my behalf | |
|-------------|---|--|---|--|

Purchases require Ministry Head Approval, before committing to the expenditure.

Ministry Head Authorisation

| | | | |
|---------------|--|------|--|
| Authorised By | | Date | |
|---------------|--|------|--|

Payment Confirmation

| | | | | | |
|---------|--|------|--|-----------|--|
| Paid By | | Date | | Cheque No | |
|---------|--|------|--|-----------|--|

Instructions for Use

ONLY USE THIS FORM IF YOU ARE ASKING TO PAY A SUPPLIER DIRECTLY BY CHEQUE. IF YOU HAVE PAID FOR THE GOODS OR SERVICES YOURSELF, PLEASE USE THE GLENDALE EXPENSES FORM

- 1) Please fill out the section headed 'Requestor & Payment Details' with your name and date of the request.
- 2) Tick the Ministry Team budget this activity is being paid from.
- 3) Complete the details of the 'Payee' including any postal address and 'For the Attention' information.
- 4) Please attach a copy of the invoice from the supplier
- 5) (Get authorisation for the cheque from the relevant Ministry Head (see list below)
- 6) (Once authorised, pass to Cliff Reeve or Phil Gulley for a cheque to be raised

Ministry Heads

| | |
|---------------------------------------|----------------------------|
| Admin / Member Communications..... | Colin Powell |
| Adult Mission..... | Ian Campbell |
| Finance..... | Cliff Reeve or Phil Gulley |
| National & International Mission..... | Andy How |
| Needs Fund..... | Colin Powell |
| Sunday Service inc Worship..... | Cliff Reeve |
| Youth Mission..... | Ian Bullock |