

Ministry Expenditure Request Form

Request Date: _____

Requested by: _____

Email: _____

Ministry or Budget this should come from: _____

Amount of Expenditure: _____

- If you are spending over \$25, get approval prior to submitting receipts for reimbursement.
- Expenses more than \$500 **require** Vestry pre-approval. Submit request at least 7 days prior to Vestry meeting (3rd Monday of each month, except July.)

Notes:

(includes verbal approval)

Pick one I have a copy of the Tax-Exempt letter which I will use.
 Please send me a copy of the Emmanuel Tax-Exempt letter for this purchase.

Approval

Please obtain email approval or verbal approval from **one** of the following:

Date		Name
_____	Ministry chair	_____
_____	Treasurer	_____
_____	Priest-in-Charge	_____

Instructions:

- Use ministry/office credit card when possible. Cards are kept by Katie Gregston and Mimi Shipp.
- Send to Theresa Grumke at atreas@emmanuelepiscopal.org:
 - receipts - If you paid or will pay and ask to be reimbursed,
 - any email approval

Thank you for helping us track expenditure better! If you have any questions, feel free to reach out to Theresa Grumke or Maryann Vognild.