

**McCormick United Methodist Church
Payment Authorization**

From (Office or Committee)		Date:		
Pay To (Name and Address)		Signature of Requestor *		
		Special Instructions		
<input type="checkbox"/> Hold Check in Church Office <input type="checkbox"/> Mail Check		Payment Due Date:		
Approver Must Complete Information Below		Accounting Use Only		
Account or Fund	Amount	Signature of Approver *		Date Paid
Total				Total

See Instructions on Reverse Side

* Requestor and Approver(s) certify that this payment is a correct and proper charge to McCormick United Methodist Church

Instructions

1. Requestor and Approver must sign in ink in the spaces provided.
2. Person requesting payment must have direct or general responsibility for handling the activity, who will receive the benefit from payment, or who has committed McCormick United Methodist Church to make the payment.
3. Person approving payment must have direct or general responsibility for the account charged, and must have an appropriate appointment of the Charge Conference and/or Administrative Council. Approver requires (a) invoice approval authority for payments of invoices or (b) check request approval authority when requesting a check issued for other payments (i.e., when a formal invoice will not be received).
4. Return completed request for payment, with supporting documents (receipts and/or invoices) to the Church Office.
5. Check requests can not be combined. Only 1 check will be issued for each check request.
6. Payments may be charged to multiple accounts/funds. Approvals must be provided as instructed in item 3 above