All Souls Church, Unitarian
EXPENSE AUTHORIZATION FORM

Instructions

1. Complete form in its entirety. (Note that incomplete requests will result in delayed processing.)
2. Attach all receipts and/or invoices.
3. Explain any discrepancies between amount requested and supporting documentation. Also include any documents that should be kept in our accounting files (e.g., contract, letter of agreement, etc.).
4. Copy form and supporting documents and keep for your records.
5. Submit form with attachments to box marked “Invoices & Check Requests” in church office.
6. Allow one to two weeks for processing.
7. Email Valerie Fowlkes-Bynum (vfowlkes-bynum@allsouls.ws**)** or Katie Loughary (kloughary@allsouls.ws) or call 202-332-5266 if you have questions.

Date	Committee/activity name	
Description of activity (include date)		
Name/phone # of person completing form		Committee leader’s signature
Person or vendor to receive payment		Total amount requested $
Payee’s address/phone #		
Check memo line should read as follows:		

Acct #	Account name	Amount
		$
		$
		$
		$
	Total amount requested:	$

Approval status (executive director or minister):

□ Approved Signature _____ Date: ___/___/___

□ Denied Reason for denial: _____

Check signer use only

□ Approved Signature _____ Date: ___/___/___

□ Denied Reason for denial: _____