

PAYMENT / REIMBURSEMENT FORM



1. Instructions

This form can be used whenever church money is used for purchases, either directly or by reimbursing someone who has made purchases on the church's behalf. The person making the claim should complete items 2 to 5, and then pass the form on to someone who is able to approve the expenditure. The approving person then completes item 6 and passes the form to the Treasurer for processing and payment.

Important points:

- **Reimbursement is not guaranteed. Anyone purchasing on behalf of the church should make sure that they will be reimbursed before they make the purchase.**
- **Reimbursements may take up to a month to process, so it is better to arrange for the church to pay major expenses directly.**

2. Who to pay

Where church is paying directly, only the name of the payee is required.

Name		
Phone number		<input type="checkbox"/> Already have details
E-mail address		<input type="checkbox"/> Already have details

3. What is being claimed

Multiple items can be claimed on one form, provided that the payees are the same and they can be authorised by the same person. Claims must be made within two months of purchase.

Description of items/purpose of purchase	Amount claimed (including GST)
TOTAL	

I certify that the items claimed:

- Are priced reasonably
- Are needed for a church activity
- Will mainly be used by the church.

Signature	Date / /
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4. Attach invoices or receipts

All claims must include invoices, receipts or other suitable evidence. In most cases this should be a Tax Invoice, as this means the church can claim GST credits.

5. How to pay

The church can pay by electronic funds transfer or by cheque.

- Electronic Funds Transfer:

Financial institution:	<input type="checkbox"/> Already have details																						
Bank account name:																							
Branch Number (BSB)	Account Number																						
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OR Please pay by cheque

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6. Approval

All payments must be approved by the Treasurer or someone else delegated by the Administration Committee. Delegates can't approve their own or their spouse's reimbursement claims.

I approve this expenditure, which is to be expensed against the following budget items:

Budget item	Amount
TOTAL	

<i>Delegate or treasurer</i>	Name	Date / /
	Signed	

7. Payment processing

Receipt attached	<input type="checkbox"/> Y <input type="checkbox"/> N	Transaction entered	Date / /	Initials
Authorised	<input type="checkbox"/> Y <input type="checkbox"/> N	Transaction paid	Date / /	Initials
Chq # or EFT Description:				