



## Saint Thomas More Catholic Church

1200 N Indiana ST  
Mooreville, IN 46158

### Policy for Approval of Expenses

Effective Date	This policy is effective as of midnight on November 19, 2015
Policy Scope	Any and all purchase of goods and services budgeted or otherwise require prior approval by the Pastor.
Process	<ol style="list-style-type: none"><li>1. The person or ministry requesting approval must complete a Preapproval Expense Request form to the Bookkeeper at least seven days (7) prior to the date the funds are required.</li><li>2. The Bookkeeper will submit the Preapproval Expense Request Form to the Pastor.</li><li>3. The Pastor will approve/deny the request and return it to the Bookkeeper.</li><li>4. The Bookkeeper will contact the requestor and inform them of the decision.</li><li>5. In the event of an emergency where the pastor is unavailable the Bookkeeper may submit the request to the Chairperson of the Finance Committee who may make a decision in the Pastors absence. The bookkeeper will advise the Pastor of any such decision at the first available opportunity.</li></ol>



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**Expense Preapproval Request Form**

Committee/Group Requesting Funds: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Vendor Information: Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

<u>Description of Services/Items Requested</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information:

Authorization of Payment \_\_\_\_\_ Date \_\_\_\_\_