

**WILLIAMSTOWN UNITED METHODIST CHURCH
EXPENSE REPORTING FORM**

Date of Request	
Person Reporting Expense	
Amount	
Purpose	
Vendor/Supplier/Business	
Account / Fund / Ministry	
<input type="checkbox"/>	The Expense Will Be Billed Later by Vendor/Supplier
<input type="checkbox"/>	I Have Already Paid for the Expense Myself (Invoice Attached)
<input type="checkbox"/>	The Expense Has Been Charged to a WUMC Credit Card

COMMENTS

REQUESTED BY	
APPROVED BY	

Payments including invoices, contractual payments, expense reimbursements and credit card charges, are to be approved by the person with budget accountability for the line item that is being charged.

CHECK REQUESTS RECEIVED BY NOON ON THURSDAY WILL BE READY BY 12:00 ON SUNDAY

- Mail check
- I will pick up the check