

# BUF PAYMENT AUTHORIZATION FORM

(Circle One) Non-Payroll Check Request / Transfer / Cash Advance

**Section A - Check Requester:** Sign and attach receipt(s) showing what was purchased, date, and total.

Payable to (Individual or Company): \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Address (If needed): \_\_\_\_\_ Number of Receipts: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Requester's name: \_\_\_\_\_

Mail check: YES NO (circle one) Check needed by a specific date? \_\_\_\_\_

<p><b><u>BUDGET-APPROVED EXPENSES:</u></b></p> <p><input type="checkbox"/> Admin/Office Supplies</p> <p><input type="checkbox"/> Building Maintenance &amp; Repairs</p> <p><input type="checkbox"/> Custodial Supplies</p> <p><input type="checkbox"/> Denominational Dues: UUA _____; PNWD _____</p> <p><input type="checkbox"/> Fundraising Event: _____</p> <p><input type="checkbox"/> Lifelong Learning/RE</p> <p><input type="checkbox"/> Music/Choir, Guest Performer, date _____</p> <p><input type="checkbox"/> Payroll Taxes: Fed _____; L&amp;I _____</p> <p><input type="checkbox"/> Permits, fees, tests (required)</p> <p><input type="checkbox"/> Professional expense, who: _____</p> <p><input type="checkbox"/> Special Collection/Custodial Liability</p> <p><input type="checkbox"/> Utilities (specify): _____</p> <p><input type="checkbox"/> Worship Arts, date _____</p> <p><input type="checkbox"/> Other (Specify): _____</p>
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<p><b><u>FUND DISBURSEMENTS:</u></b></p> <p><input type="checkbox"/> Board Contingency Fund</p> <p><input type="checkbox"/> Coffee Project Fund</p> <p><input type="checkbox"/> Food Fund</p> <p><input type="checkbox"/> Miscellaneous Designated Fund</p> <p><input type="checkbox"/> Retreat Fund (Women's or All Church)</p> <p><input type="checkbox"/> Other Fund (Specify) _____</p> <hr/> <p><b><u>CASH ADVANCE:</u></b></p> <p><i>I agree to turn in receipts, paid invoices, and any unused funds to BUF by (date): _____</i></p> <p>Name _____</p> <p>Signature _____</p>
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**Section B - Check Authorizer:** Person with budget spending authority. No person may approve a check for themselves or a family member.

Authorizer's Name: \_\_\_\_\_ Authorizer's Signature: \_\_\_\_\_

**Section C - Check Approver:** Treasurer/Asst. Treasurers. [Resource: Table of Check Authorizers]

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

The Requester, Authorizer, Approver and Signer may not be the same person for any transaction.

**Section D - Check Signer (Initials):** Treasurer \_\_\_\_\_; Administrator \_\_\_\_\_; Board President \_\_\_\_\_