

WEST BOCA WARD REQUEST FOR DISBURSEMENT/REIMBURSEMENT

Name and Telephone Number of Person Submitting Request, if different from Payee

Step 1. Obtain approval before spending any Funds, and have the completed form signed by the authorized leader.

Signature of Bishop

Signature Auxiliary/Quorum President

Step 2. Fill In the following required information.

Purpose of Expenditure:

Make check payable to:

_____ Name (please print)	\$	_____ Amount
_____ Street Address		
_____ City, State, Zip Code		

FOR WARD USE ONLY

CHECK NUMBER: _____

DATE WRITTEN: _____

BUDGET OTHER CODE _____

Please check the organization or activity to charge this expenditure to.

High Priest Group

Elders Quorum

Relief Society

Primary

Sunday School

Young Men

Young Women

YM/YW Combined

Ward Mission

Family History Center

Office Supplies

Music

Single Adults

Young Single Adults

Other (Category) _____

Is this an advance for an activity that has not yet taken place?

Step 3. Attach receipts for the amount requested, and then forward/email/mail to:

Gonzalo Sanchez, Ward Clerk
9555 Old Pine Road, Boca Raton, FL 33428

email: gonsmomox@gmail.com
Telephone: (561) 902-7644

Guidelines for Expenditures

Provident and wise use of tithing funds is an essential part of our stewardship. Please consider the following when spending church funds:

1. Every church-sponsored activity should have a specific Priesthood purpose.
2. A planned expenditure from stake funds must be approved by the leader who has stewardship for the account being charged. The high council advisor to an organization or auxiliary, or a member of the stake presidency, can also authorize an expenditure.
3. Before spending stake funds, make sure that what you intend to purchase is essential to the success of the intended activity.
4. Make sure that the item(s) you want to purchase are not already available (left over from a previous activity, in the supply closet, etc.)
5. Make an effort to find the least expensive source for the item(s) that you intend to purchase, including donations, if appropriate.
6. Make sure that there are sufficient funds remaining in your organization's annual budget to cover the proposed expenses.
7. Consider using the church's Florida tax-exempt number when making purchases, especially if they involve more than a few dollars. You might be required to show a copy of the Florida Certificate of Exemption.
8. Don't forget to keep the sales receipts from your purchases; they must be submitted when you request a reimbursement.