

**United Methodist Church of Los Altos
Finance Department**

How to receive personal reimbursement for a church expenditure:

- 1) First, make sure you have authorization from your event/activity leader to spend money on behalf of the church.
 - If you are the event/activity leader, make an appointment with the Finance Department staff prior to any financial decisions or activity.
- 2) Complete the check request portion of an “All Purpose Form.”
 - Provide complete information to the best of your ability and include as much detail as possible about the purpose of the purchase.
 - All Purpose Forms are available in the church office and on the “Give” page of the church web site (www.laumc.org).
- 3) Attach original receipts (no photocopies) for all items purchased to the back of the “All Purpose” form.
 - Please make every attempt to turn in receipts within 30 days from purchase date.
- 4) Sign the form as the “person being reimbursed.”
- 5) Get an “Authorized Signature” from the event/activity leader or from a staff liaison if you are the event/activity leader.
- 6) Put the completed form in the Finance Department box in the office lobby, or mail it to the church office:
LAUMC Finance Department
655 Magdalena Avenue
Los Altos, CA 94024

The Finance Department processes check requests every Thursday. All completed check requests received by noon on Wednesday will be processed the next day.