

AUTHORIZATION OF EXPENSE WITHOUT A LEGAL INVOICE

How to Use This Form

Leaders should make an effort to demand legal invoices and/or receipts as documentation for all Church expenses. In **HIGHLY UNUSUAL** cases, **when a legal invoice cannot be obtained**, the stake/mission/district/branch president/bishop must fill out this form as documentation for the audit.

Church members should learn the importance of seeking providers with legal invoices when making purchases using Church funds. They may need to change some customs or traditions to care for the Lord's funds, as well as to comply with the laws of the country where they reside.

Church funds are intended solely to provide life necessities for the needy and to finance Church-approved programs and activities.

No. 0001

Person who did not submit an invoice: _____ Signature: _____

Activity/Purpose of expense: _____

Date _____

Description of expense

Amount

_____	_____
_____	_____
_____	_____
_____	_____

Total amount =====

Provider: _____ **Telephone:** _____

Address: _____

Due to lack of a legal invoice as documentation for the expense listed above, this form is signed as a testimony that the expense was incurred and that it was used for the stated purposes.

Signature: _____

Signature: _____

Explanation: _____

Explanation: _____

(Stake/mission/district/branch president/bishop, as applicable) (Witness to purchase – counselor or clerk)