

## Electronic Expenditure Approval Form

Link to form at [www.olomchurch.com](http://www.olomchurch.com) >Ministries >Auction Volunteers

1. Download form and save a copy reflecting the expenditure.
2. Click on blanks to type into text boxes provided.
3. Complete the form and save changes.
4. Email to one of the co-chairpersons or Carolyn Guidry for approval.
5. Invoice/receipt may be scanned and attached. Submit original invoice or receipt to church office.
6. After approval, form is forwarded to Finance for reimbursement or payment of invoice.