

PAYMENT AUTHORITY VOUCHER (PAV)



Application for approval of funds
to be completed before work or expense is undertaken

APPLICANT DETAILS

NAME

CONTACT DETAILS PHONE

EMAIL

VENUE WOODCROFT / VOGUE / ELIZABETH / GAWLER / CAMP
(please circle one)

DETAILS OF PROJECT

ESTIMATED COST MAX

MIN

(attach quote if applicable)

UNDER \$200 – approval by (1) Pastor | **OVER \$200** – approval by (2) Pastors
OVER \$1000 - approval by (2) Pastors and minuted at Pastors Committee Meeting
Note: PAV cannot be signed by a relative as per the instructions of the auditor

1 APPROVED BY

1

PASTORS NAME

SIGNED

DATE

2

APPROVED BY

PASTORS NAME

SIGNED

DATE

REIMBURSEMENT DETAILS

BANK DETAILS

ACCOUNT NAME

BSB NO.

ACCOUNT NO.

Forms available at adelaiderevival.com/forms

OFFICE USE ONLY

Date:	
Ordered By:	
Venue:	
Amount:	
Approved to pay by:	
Paid By:	
Cheque No:	
Bank Account:	

PAYMENT AUTHORITY SYSTEM

FOR PURCHASE OF EQUIPMENT AND PAYMENT
FOR SERVICES AND LABOUR



Receipt Description	Amount:
Total	\$

Amounts under \$200

- o Supervisors of an event, area, camp, etc have authority to spend up to \$200 to purchase **consumable supplies**, etc. eg food, disposable products such as plates, cups, hardware for repairs, Sunday school stationery, etc. If **equipment or services** are required for purchase/payment, then the supervisor should first check with the supervising pastor to make sure the equipment is not available elsewhere.
- o If the purchase is not for consumable supplies, the supervisor needs to get a PAV (Payment Authority Voucher - see attached form) signed by a pastor. An estimate should be attached to the PAV.
*NB. PAV forms should be filled in and approved **PRIOR** to purchase of equipment or ordering services.
- o This gives our pastors a chance to consider whether the equipment is necessary.
- o It also should reduce impulse spending as we allow the pastors time to consider the application, and means folk will need to think ahead.
- o The PAV is signed by a pastor, but, on the auditor's instruction, cannot be signed by a relative, even one indirectly related (eg. through marriage)
- o Equipment/labour/service is then purchased/done.
- o A receipt/invoice is attached to the PAV with the estimate and handed in to office staff to be paid/reimbursed.

Purchases over \$200

- o All purchases over \$200 whether for consumables or equipment, etc, must be approved by two pastors. An estimate should be attached to the PAV.
*NB. PAV forms should be filled in and approved **PRIOR** to purchase of equipment or ordering services.
- o This gives our pastors a chance to consider whether the equipment is necessary.
- o It also should reduce impulse spending as we allow the pastors time to consider the application, and means folk will need to think ahead.
- o The PAV is signed by two pastors.
- o Equipment/labour/service is then purchased/done.
- o A receipt/invoice is attached to the PAV with the estimate and handed in to office staff to be paid/reimbursed.

Purchases over \$1,000

- o *NB All Purchases, labour/services over \$1000 need to be approved by the committee of pastors and minuted at a pastors meeting.
- o Once again they should be approved by the pastors before commencement/purchase and a PAV signed.

**Please note the above system is not relevant to "standing order" type expenses such as electricity, phone, cleaning supplies, etc.

**If the maximum estimate is exceeded then you will need to fill in another PAV form and obtain approval for the extra costs.

Blank forms should be available at your venue's foyer counter, or from the Vogue office.