

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodge # \_\_\_\_***

***F & AM, PHA***

***Order on the Treasurer***

# Order #: \_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| DATE OF  REQ. | PAYEE NAME | AMT | PURPOSE | CK # | DATE |
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**\* Attach Supporting Documents**

**Submitted**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

**Approved**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worshipful Master

**Issued**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer

**OGI Form 004 – Order on the Treasurer - Instructions**

1. The Order on the Treasurer, GI Form 004 (or a similar form meeting GL standards), is the form used to document requests for and approval of expenses to be paid from the Lodge checking account and all other Lodge financial accounts.
2. The Order on the Treasurer is required for all expenses or payments approved by the Lodge, either as part of the WM’s approved budget or on case-by-case basis, as needed. Before the Treasurer is authorized to write a check or incur expenses against Lodge accounts, to include credit and debit card transactions, cash withdrawals, etc., the Secretary must initiate the Order on the Treasurer and submit it to the WM for his approval. Once approved by the WM, the Treasurer is authorized to write checks, make card transactions or otherwise expend funds from Lodge accounts for valid Lodge business purposes.
3. The Order on the Treasurer will be prepared for each transaction against Lodge accounts. While multiple transactions may be listed on a single Order, some Orders may only accommodate single transactions, such as those available through Macoy Publishing and Masonic Supply. Ensure after the last transaction if blank lines are left on the form that the phase “last item” is listed in the payee name to close out the form.
4. Preparing the Order form: Follow the format of the form to record the following:
   1. Date of Request
   2. Payee Name
   3. Amount of check or transaction
   4. Purpose of transaction
   5. Check number or type of card, etc.
   6. Check or other transaction date
   7. Signature and date signed by the Secretary
   8. Signature and date signed by the WM
   9. Signature and date signed by the Treasurer

Other approved Order forms/formats will be similarly completed with all required information.

1. GI Form 004 is a Microsoft Word document, which can be converted to an Excel format, if formulas and automatic computations are desired.
2. Once the transaction is complete, the Treasurer will maintain the original Order, and the Secretary should (ideally) maintain a copy in his records.
3. The Treasurer and Secretary will provide Orders, upon request, to the Audit Committee, in accordance with Article XXXIII, Section 7, of the Constitution of the MWPHGL of MD, Inc., and Its Jurisdiction and the bylaws of the Lodge.