

HOLMAN UNITED METHODIST CHURCH

3320 West Adams Boulevard • Los Angeles • CA • 90018 (323) 731-7285 OFFICE • (323) 731-2609 FAX

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Please deliver completed voucher and receipts to the Church Office to the attention of proper chairperson:

TO:	☐ Nurture Chair	☐ Witness Chair	☐ Outreach Chair
	☐ SPRC Chair	☐ Finance Chair	☐ Trustee Board Chair

CHECK REQUEST VOUCHER (All items must be submitted within 30 days of expenditure) Voucher Date Due Date Account No. FROM: Give correct name of church organization, group, or person Will be entered by Finance Staff PLEASE PAY Give correct name of individual, company or organization Write in – spell out – amount of funds – "Three Hundred Dollars" etc. \$ Give complete and correct name and address of individual, organization or company Address information is needed for church records MAIL TO: SEND TO: Street Address: ____ HOLD AT CHURCH: City, State and Zip Code: _____ REASON FOR VOUCHER REQUEST: _____ Is Bill / Receipt Attached Yes □ No □ **Document Prepared By** 1. Signature: ____ **Authorized Signatures** 2. Chairperson's Signature: Check One: Nurture □ Witness □ Outreach For Office Use SPRC □ Trustee □ Finance 3. Pastoral Support Staff Signature: 4. Operations Manager Signature: ____ PLEASE COMPLETE ALL ITEMS AS REQUESTED. NOTE: INCOMPLETE VOUCHERS MAY CAUSE DELAY IN PAYMENT. (See Reverse Side of this form for procedure details) Revised 5/08 PLEASE SEE REVERSE SIDE OF FORM

VOUCHER REQUEST PROCEDURES

This process requires a minimum of ten (10) business days before the 3rd Sunday. Please plan accordingly. Vouchers may be obtained from the church office.

 1)	Requestor to obtain Ministry Chair or designee approval signature on completed voucher.
 2)	Requestor to submit signed voucher to church office attn: Nurture, Witness, or Outreach Chairperson for review and approval.
 3)	Review & approval signature of Pastoral Support Staff
 4)	Review and final approval signature of Operations Manager and Finance Chair
 5) 6) 7)	Routed to Treasurer for drafting of check for payment Expenses may be applied toward your tithes. No Reimbursemement under \$25.00

REIMBURSEMENT OF MONIES SPENT OR REQUEST FOR PAYMENT

Vouchers submitted for reimbursement of monies spent <u>must</u> be accompanied by original receipts and/or invoice.

Please staple documents to back of voucher form.

ALL vouchers submitted must adhere to the following procedures:

Vouchers must be submitted no later than 30 days after expenditure. Any Expenditures submitted more than 30 days after purchase will not be reimbursed.

FUNDS REQUESTED IN ADVANCE OF PURCHASE

If voucher request requires advanced funds, an itemized budget <u>must</u> be submitted with Advance Funds Voucher request.

After purchases are made, receipts <u>must</u> be submitted to verify monies spent along with a copy of completed Advance Funds Voucher Form to verify original disbursement.

Any funds unspent **must be returned** with receipts to match monies spent.

If spending goes over budgeted request, reimbursement will be granted with proper approvals, receipts and copy of Advance Funds Voucher Form.