

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.

ALL vouchers submitted must adhere to the following procedures:

- ___ 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) Routed to **Treasurer** for drafting of check for payment
- ___ 6) Expenses may be applied toward your tithes.
- ___ 7) No Reimbursement under \$25.00

REIMBURSEMENT OF MONIES SPENT OR REQUEST FOR PAYMENT

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

Please staple documents to back of voucher form.

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 **must** be submitted with Advance Funds Voucher request.

After purchases are made, receipts **must** 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.