

Document ID FIN-001	Title Check Request Procedure	Date 01/31/13
Revision 0	Prepared by C. Schimpf	Approved <i>Audit Committee</i>

Policy

Money spent by church staff or volunteers is reimbursed from the appropriate budget line item via a request for reimbursement, using the Request for Check form. Users must verify that the expense is authorized and funds available prior to the expenditure. Reimbursement requests are processed weekly on Thursdays and will be disbursed by mid-week the following week.

Purpose

This procedure describes the methodology for obtaining reimbursement for personal funds spent on behalf of the church.

Procedures

1. A request for reimbursement must be submitted as soon as possible after the expenditure, and within 60 days.
2. The Acton Congregational Church Request for Check form will be completed by the requestor.
3. Receipts or other written documentation must be included with the request form. Attach all receipts on plain paper (if smaller than 8.5" x 11") and staple to the Request for Check form.
4. The Request for Check form must be filled out as completely as possible. Users must specify where the reimbursement funds are coming from, including the G/L number if available. The specific purpose of the expenditure is important so that committee treasurers are able to track budget or income vs. expenses for the year.
5. Multiple expenditures may be covered with one request form, but the User must clearly mark each receipt as to the source of funding, and each source must have a separate (summary) line on the form.
6. Completed Request for Check form (with backup stapled to it) should be left in the Glynda Smith Reception Center box labeled "Invoices / Reimbursements."