

Document ID FIN-002	Title Invoice Payment Procedure	Date 01/31/13
Revision 0	Prepared by C. Schimpf	Approved <i>Audit Committee</i>

Policy

Church staff or volunteers sometimes incur expenses on behalf of the church and receive an invoice. Users must verify that the expenditure was authorized and the invoice correct. Invoice payments are processed weekly on Thursdays and will be disbursed by mid-week the following week.

Purpose

This procedure describes the methodology for arranging payment of invoices to outside vendors for authorized expenses spent on behalf of the church.

Procedures

1. Obtain an invoice from the vendor in question.
2. Check the contents of the invoice and verify that the charges are correct.
3. Users must specify where the 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.
4. Sign (legibly or print name) the invoice to indicate your approval and add the appropriate G/L number associated with the invoice expenditures.
5. Approved invoices should be left in the Glynda Smith Reception Center box labeled "Invoices / Reimbursements."
 - Please Notes: If you prefer to email the invoice, email to Trudy – trudy@actonc.org. This email request must include the above requested information and will serve as your authorization of payment (no handwritten signature is required).