



Financial Approval & Reimbursement / Check Request Form

Section 1a - Expense(s):

Date: _____ This expense is: Budgeted Non-budgeted From designated funds

Account name/code (Only 1 account per form): _____

PURCHASE DATE	VENDOR	ITEM	PURPOSE	COST

TOTAL COST: \$ _____

Section 1b - Reimbursement Check / Payment Check Info:

Date check needed: _____

Make payable to:

Name: _____

Street address: _____

City/state/zip: _____

Check should be (check one):

- Mailed to above address
- Returned to church mailbox for: _____
- Other: _____

Section 1c - Name & Signature of Person Requesting This:

Name: _____ Signature: _____

Section 2 - Ministry Leader Approval:

Date: _____ Approved: Yes No

Name: _____ Signature: _____

Rejection reason: _____

Section 3 - Finance Committee Pre-Approval (if applicable):

Date: _____ Approved: Yes No

Name: _____ Signature: _____

Section 4 - Lead Pastor Approval:

Date: _____ Approved: Yes No

Signature: _____

FOR ADMIN USE ONLY		
Date paid: _____	Check #: _____	Form ID #: _____
Treasurer signature: _____		



Financial Approval & Reimbursement / Check Request Form

Financial Approval & Reimbursement / Check Request Policy

Purpose:

To insure financial accountability to the church's operating budget.

Procedure:

When seeking approval for purchases of budgeted and non-budgeted items, the Financial Approval & Reimbursement / Check Request form must be completed by the person requesting payment and submitted to the Treasurer for reimbursement/payment.

- Step 1** – The person making this request should fill out Section 1a, 1b, and 1c
- Section 1a - Fill in this required information about the expenses
 - Section 1b - Fill in the information for who the check should be payable to:
 - For reimbursements, this is the person being reimbursed.
 - For payments directly to a vendor, this is the vendor's payment info.
 - Section 1c – Fill in the name and signature of the person making this request

Step 2 – In section 2, the ministry leader responsible for this budget category must authorize final approval of the requested expense. If rejected, he/she will provide a reason for the rejection.

Step 3 – In section 3, if applicable, one of the Finance co-chairs or the Church Operations Officer must **pre-approve** the expense (*please read the "Pre-Approval Requirements" info to the right*)

Step 4 – In section 4, the Lead Pastor must authorize final approval of the requested expense.

Step 5 – Once sections 1-4 are completed, please submit this form to the Treasurer for processing of your reimbursement/payment.

- All receipts must be attached to the form in order to receive payment.
- For checks required to purchase an item, you must immediately return receipts to be attached to the form if you do not have an invoice beforehand
- Completed request forms must be submitted no later than Sunday 10:00am for a check issuance on the following Sunday

Pre-Approval Requirements:

Requests meeting any of the following criteria must be pre-approved before purchasing by one of the Finance co-chairs or the Church Operations Officer. Missing pre-approvals may result in your expense not being reimbursed.

- Requests that are 20% or more of the ministry's annual budget
- Requests that meet or exceed \$250
- Requests to exceed the ministry's total annual budget
- Requests for non-budgeted items/purchases

Reimbursement Submission Timeline:

- This completed form must be turned in within 2 weeks of the expense or by the 7th of the following month (*whichever is earlier*). Turning in your forms late may result in your expense not being reimbursed.

Additional Guidelines:

- Ministry Leaders are responsible for budgeted ministry funds and may request funds within the approved budgeted dollars.
- The spending in all budgeted categories are subject to the current financial conditions of the church and may be slowed down, reduced or deleted as deemed necessary by the Finance Committee. All recommended changes require pastoral approval.

Common Account Names/Codes

UnionWorships

Audio Visual Equipment
 Communion Supplies
 Dance Ministry
 Ensemble
 Men's Choir
 Music Ministry
 Praise Team
 Re-Union Choir
 Radical Praise
 Ushers & Greeters
 Worship Design Team
 UnionWorships General

UnionDisciples

Bible Study
 Christian Education
 Men's Ministry
 Young Adults
 Youth Ministry
 UnionDisciples General

UnionServes

Benevolence
 Dorcas Ministry
 Food Pantry
 UnionServes General

UnionLeads

Communications & Marketing
 Digital Media
 UnionLeads General