

# ***Disbursement Approval and Payment Procedure***

Rev. June, 2014

## **I. Introduction**

The Church adopts an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5(e), upon the following terms and conditions:

- a. The business expenses are reasonable in amount
- b. The business expenses are substantiated as to the date, amount, time and place, business purpose, and business relationship of each such expense with documentary evidence
- c. The business expenses must be adequately accounted for and submitted to the Church within 60 days after the expenses are paid or incurred.
- d. Any “excess reimbursement” (i.e. reimbursements in excess of substantiated business expenses) must be returned to the Church within 120 days after the expenses are paid or incurred

Under no circumstances will the Church reimburse for business or professional expenses incurred on behalf of the Church that are not properly substantiated according to this policy.

This Disbursement Approval and Payment Procedure is intended to help Church staff and coworkers file a check request properly, to receive the reimbursement check without delay, and to make necessary purchases within the budget.

Please see the flow chart for the payment procedure on page 5.

## **II. Who can file a check request?**

Church staff, coworkers and anyone who conducts a business transaction for the Church or on behalf of the Church may file a check request as a requester. However, the Church has the right to approve, verify, adjust, or reject the amount or the good(s) stated on the request form.

## **III. To make a purchase**

It is highly recommended for the requester to always check with the Department Director/Budget Owner or the Executive Director before filing a request to make sure that there are available funds in the budget for his/her purchase. To make a purchase for an amount of \$3,000 or more, the requester must complete all the information required by the Purchase Order Form, attach a quotation, and acquire needed signatures to receive pre-approval before making the purchase.

## **IV. Disbursement approval procedure**

To file a disbursement approval request, the requester must obtain a Check Request Form from the Church office and follow the instructions on the request form. Information must be completed on the form in order to complete the approval procedure.

**The following guidelines explain how to complete the Check Request Form:**

1. Please use the correct form for your request. The yellow request form is for General Fund Ministry, and the green request form is for Administration/Board and other Funds. Please refer to the reverse side of the form for the appropriate budget code.
2. Please precisely write the invoice date, the item description, the amount, the 2-digit Division Code, and the 4-digit Budget Code.
3. It is a requirement for the requester to PRINT his/her name in the first signature box on the right-hand side.
4. Fill out the exact name, address, and phone number of the vendor or recipient who will be receiving the check.
5. Attach original receipts and sufficient supplementary documents, including the shipping slip for any purchases amounting \$1,000 or more, before acquiring signatures.
6. Acquire all required signatures.

**The following are guidelines for filing a disbursement request for a single purchase of goods or service totaling less than \$3,000**

1. If the requester is filing a check request for a paid seminar, conference, or off-site meeting that is required by his/her job functions, he or she must clearly state the location of the event and the business-related purpose within the description.
2. Before submitting a Check Request Form to the Finance Department, please first acquire signatures from the Department Director/Budget Owner and the Executive Director for final approval.
3. If the requester is also the Department Director/Budget Owner, she or he must acquire the Executive Director's signature as final approval. If the Executive Director files a check request for him/herself or for his/her Division, the Executive Director must acquire an Executive Pastoral Team (EPT) member's signature as final approval. If an Executive Board member files a check request for him/herself or on behalf of Executive Board business, the Board member must acquire the Executive Director's signature as final approval before submitting the request form to the Finance Department.
4. If the requester is requesting a "service"-related cash payment to a recipient who will receive \$600 or more within a calendar year, the recipient must also complete a "W-9" IRS form.
5. To request reimbursement for meals and mileage, sufficient records documenting the business purpose, location, and attendees will be required in order to receive approval. Please also follow the guidelines stated in the Meal Policy and the Mileage Policy.
6. Requesters should avoid paying guest speakers out of their own pocket. Requesters should use the Check Request Form so that the Church can issue a check to the speaker. Advanced planning is encouraged if prompt payment is desired.
7. To expedite the check request process, it is the requester's responsibility to attach original documents and to acquire all required signatures before sending forms to the Finance Department

for check processing. All reimbursement requests must be submitted to the Finance Department within **60 days** after the expense is incurred. All check requests for year-end expenses must be executed and received by the Finance Department by **Jan. 5th** of the following year, unless otherwise notified. Again, the Finance Department may withhold reimbursements if the required documents are not submitted or if spending exceeds the budget.

## **V. To purchase goods or services for an amount of \$3,000 or more**

To purchase a single good or service that costs \$3,000 or more, or to purchase goods or services from one recipient or vendor for an amount totaling \$3,000 or more, the requester must receive approval for the purchase by using a Purchase Order Form. Such forms may be obtained from the Church office. To acquire approval for making a purchase amounting \$3,000 or more:

1. The requester must complete the purchase order approval process before placing the order.
2. Fill out the Purchase Order Form properly, attach the quotation, and acquire all necessary signatures (including that of the authorized Executive Board member) before submitting it to the Finance Department.
3. Please follow section IV, Item #3 if the requester is also the final approver.
4. Upon receiving the approved Purchase Order Form, the Finance Department will assign a PO number and send it back to the requester to make the purchase. The requester must provide the vendor with the PO number.

## **VI. In case of a missing original receipt**

1. For an amount of \$75 or less, the requester may attach a statement describing the recipient's name, the item, the purchase date, and the exact amount to serve as a proof of purchase
2. For an amount over \$75 or in the case of a cash purchase, the requester may obtain a Cash Receipt Form from the Church office. The requester must fill out all the required information on the form, and acquire the signature and address of the recipient or vendor so that the form can serve as a proof of purchase or receipt.
3. The above only apply to purchased goods or services that can be verified upon request. To comply with the IRS, the recipient's social security number is also required if the recipient is an individual and if it is a service- related purchase (such as babysitting).

## **VII. Cash advance approval procedure**

In order to request cash in advance, the requester must follow the procedure below:

1. The requester must fill out the request form and acquire signatures and documents according to the guidelines in Section II.
2. The amount of the cash advance on the check request form should equal 90% of the estimated purchase amount.
3. Purchases must be completed within **30 days** of receiving a cash advance.

4. The requester **MUST** submit the receipt(s) along with a Check Request Form within **60 days** of receiving a cash advance. If the purchase amount exceeds the cash advance amount, the requester can request the difference. If the purchase amount is less than the cash advance amount, the requester must return the unused cash.

## **VIII. Payment procedure**

1. Upon receiving the check request with required signatures, receipts, and sufficient supporting documentation, the Finance Department will process the request and print the check. The request form and the check will then be ready for final sign-off.
2. The check will be distributed or mailed to each of the recipients or vendors after final sign-off. For any Purchase Order Form request, the Finance Department will issue a PO number to authorize the requester to make the purchase. A check will be mailed directly to the recipient or vendor upon receipt of an invoice, which must correspond to the item description and amount on the Purchase Order Form.

# ROLCC Check Request Flow Chart

8/29/2012

