



Cherokee Presbyterian Church
Payment Voucher/Expense Reimbursement/Donation Request
(To be filled out by person making request. Allow 7 days for checks to be written)

A. Check/Tax Receipt Information:

Check/Receipt To:

Address:

City:

State:

Zip Code:

I am:

Making a donation and have provided a receipt

Requesting a reimbursement for an authorized payment (attach invoice or receipt)

Requesting a check in order to make an authorized payment (attach invoice or receipt)

B. Session Area Expense Applied?

Other: _____

C. Budget Cost Center:

Line Item Number: _____

Amount Charged: \$ _____

Line Item Number: _____

Amount Charged: \$ _____

Line Item Number: _____

Amount Charged: \$ _____

Total Charged: \$ _____

D. Reason/Details for Request:

E. What Type of Authorization?

One Time

Repeating

Requested By _____ **Date Check Needed:** _____

Approved by: _____ Date: _____

(You may not approve voucher requests forms for checks or tax receipts for yourself)

Co-Approval: _____ Date: _____

(Required for amounts over \$1,000)

Return Request & Receipts/Invoices to:
Cherokee Presbyterian Church
Bookkeeper
3622 Augusta Highway, Gilbert, SC 29054
OR email to info@cherokeepresbyterianchurch.com

Payment Voucher/Expense Reimbursement/Donation Record Policy and Procedures

- 1) A **Payment Voucher/Expense Reimbursement/Donation Record Form** (Payment Voucher) must be used to authorize the Financial Secretary to issue a check in payment of an invoice, bill of sale, subscription, reimbursement, or other request for goods or services ordered by a ministry team and rendered to Cherokee Presbyterian Church, or for a non-cash donation to be recorded.
- 2) Each Payment Voucher form shall be completed in its entirety. Documentation shall be attached that adequately describes the item to be purchased and closely estimates the amount to be expended. The Session Committee Elder is responsible for assuring that the "best price" was reasonably solicited for items available from multiple vendors.
- 3) A Payment Voucher used for reimbursement shall include documentation such as an invoice, charge receipt, or cash register receipt that indicates what was purchased, amount paid, date of payment, and payee.
- 4) Payment Vouchers should be turned in prior to orders being shipped directly to the church (A phone call to the church office does not qualify – a Payment Voucher must be turned in). All orders received without a Payment Voucher will not be processed until an approved payment voucher is received.
- 5) Payment Vouchers must be turned in when a charge is made to a Church account. If an invoice is given at the time of sale, the invoice must be turned in with the Payment Voucher. If the invoice will be mailed, the Payment Voucher must be turned in to the Financial Secretary immediately so it will be matched with the mailed invoice and paid promptly.
- 6) Payment Vouchers must be submitted to the Financial Secretary for processing in a timely manner. This will allow funds to be properly encumbered preventing potential budget overruns and ensure the subsequent timely payment of invoices. Checks are normally cut on Wednesday of each week so you must allow 7 days to process checks.
- 7) Blanket (or single comprehensive) Payment Vouchers may be used for recurring expenses such as utility and lease payments. Such blanket orders shall be maintained on file and reissued annually or as appropriate.
- 8) Copies of Payment Vouchers related to equipment or lease purchases that include a warranty or guaranty should be maintained in a permanent file for future reference.
- 9) A designated ministry elder must approve all Payment Vouchers prior to submission to the Financial Secretary. Each session committee head will have signature authority over certain account codes and to the limit of the amount approved for each budget account. Electronic signatures via email, etc. are considered to be an acceptable form of authorization.
- 10) All Payment Vouchers over \$1,000 will require two authorization signatures. Those signatures shall include: 1) the primary designee (or backup designee), **and** 2) any active serving elder or approved committee member. This process will help to ensure the availability of funds.
- 11) Staff personnel **cannot** authorize a payment Voucher. The Church Treasurer **cannot** authorize a Payment Voucher. In the event of an extraordinary emergency, the Clerk of Session is authorized to sign purchase orders without restriction. The Clerk must report to Session each occurrence of exercising this authority.

Reviewed by Administration Committee in August 2012