

CHECK OR ADVANCE REQUEST

Part B and Part C are to be filled in by the Church Treasurer and Finance Committee.

PART A (To be filled out by requester)	Part B (To be filled out by Church Treasurer)
1. Date Requested _____	10. Date of Check _____
2. Date Needed _____	11. Check Amount _____
3. Total Amount _____	12. Check Number _____
4. Amt. reimbursed to church _____	

5. Payable to _____

6. Requested by: _____ Requester's Phone: _____ Authorized By: _____

7. Charge to account: _____ 8. DETAILED Description of Purpose: _____

9. Receipt included _____ Receipt to be provided on: _____

(Receipts are expected for any funds disbursed through the church.)

Part C (To be signed by two members of the Finance Committee)

13. Approved by: _____ Date _____
_____ Date: _____

14. Notes from Finance Committee to Requester: _____

INSTRUCTIONS FOR FILLING OUT FORM:

Part A, lines 1 thru 9 is to be completely filled in by the requester.

Line 4: If part or all of the cost is to be paid by the participants, show that amount here.

Line 5: Put the name of the person or business to whom the check should be made.

Line 6: Person making the request, their phone number, and the person who authorized the expenditure.

Line 7: Examples: Youth, Building Maintenance, Kitchen, Children's Ministry, Music, etc.

Line 8: Purpose of request (example – Two Scholarships for Student Life; Repair Kitchen Faucet, etc.) **BE SPECIFIC**

Line 9: Check here if receipt is included; if not included write date receipt will be provided.

PROCEDURES FOR CHECK REQUESTS

1. The Finance Committee must certify that funds are available prior to purchase of the materials or service.
2. The Check or Advance Request voucher should be completed and placed in the Finance Committee tray in the church office as soon as possible but no later than one week prior to the date the check is needed.
3. A Finance Committee member or the Church Treasurer will periodically check the Finance Committee tray.
 - a. If the Check Request voucher indicates the need for immediate attention, the chairman of the Finance Committee will call for a Finance Committee meeting; otherwise, the Check Request voucher will be reviewed at the next regularly scheduled Finance committee meeting.
 - b. If the Finance Committee approves the Check Request, the Church Treasurer shall write the check and submit the check and Check Request voucher to requester. Requestor shall, after purchase, submit the approved Check Request voucher and receipts to the Church Treasurer tray for filing.
 - c. If Finance Committee does not approve the Check Request, the Check Request voucher shall be returned to the requester by the Chairman of the Finance Committee with an explanation.
4. Check Request vouchers approved by the Finance Committee for unbudgeted items over \$200.00 shall be submitted to the church at the next regularly scheduled business meeting for approval. (An unbudgeted item means it was not included in the original new year Budget approved by the church body). Budgeted items of more than \$500 should be presented to the Finance Committee to make sure funds are available. After approval, follow procedure 3b above.