

Policy for Submitting Bills to Treasurer

1. Submit all copies of bills to Treasurer along with a Payment Request form - see sample below (payment request forms are kept in a mailbox in the Foyer)
2. Be sure to check who has authorized the expenditure, chose one of following options:
 - Authorized by Budget (congregation)
Check this box if this is a normal operating expense
leave the authorized signature line blank for the Treasurer to sign. Any single expense over \$500 needs prior approval from the appropriate Ministry Director.
 - Authorized by Minister Director
Check this box if this is an unbudgeted expense approved by a director, the appropriate Ministry Director will need to sign before Treasurer can release the funds.
 - Authorized by Elders
Check this box if this is an unbudgeted item approved by the Elders, the chair of the Elders will need to sign before Treasurer can release the funds.

Charging to an Existing Account (such as LifeWay Bookstore)

1. When charging purchases at places where we have an established account, submit a copy of the receipt to the Treasurer with a completed Payment Request form attached so the Treasurer can match it with the mailed statement.

Using a Personal Credit Card or Cash

1. If you use a personal credit card or cash to make a purchase you will need to turn in the receipt with a completed Payment Request form to be reimbursed.
2. The church secretary is authorized to make purchases with our church credit card. If you turn a completed request form (and appropriate information) in to Martha, she can make purchases by phone or online and have them charged directly to church.

Payments by Check

If a check is needed to make a purchase, fill out a payment request form in advance to receive a check from the Treasurer.

FINLAND MENNONITE CHURCH
PAYMENT REQUEST

Date: _____

(put in Treasurer's mailbox)

Name of person submitting request: _____

Purpose of request (attach receipts): _____

Committee to be charged: _____

Amount: _____ Make check payable to: _____
(name/address)

Date requested by: _____

Check one of the following:

Authorized by Budget (no signature needed)

Authorized by Minister Director

Authorized by Elders

Authorizing signature: _____

Treasurer use only: Check # _____ Date _____ Category # _____