

The following are some general policies and guidelines for requesting funds from the church. Please keep these in mind as you manage your expenses throughout the year. Also refer to the instructions on how to fill out the Disbursement Form.

1. **Payments can only be requested with a properly completed and authorized disbursement form.** Disbursement forms/check requests can be found in the folder on the bulletin board outside of the pastor's office.
2. **Proper documentation (original receipts/invoices) must accompany all check requests.** NOTE: copies of receipts are not acceptable. Requests without proper documentation will not be paid. Requests with an invoice need not have the Explanation portion filled out. Since the invoice provides the detail, a brief description of the expense will suffice.
3. **Keep in mind that checks are issued on Sunday of each week.** Check your mailboxes regularly and be mindful of payment due dates. If the mailing of a check on the coming Sunday will prevent delivery to the payee in time to avoid finance charges, notify the treasurer immediately to process the payment. **THIS SHOULD BE THE EXCEPTION.**
4. **Monitor your budgets regularly.** If a check request exceeds the remaining balance of the budget line item being charged, Session approval will be required to authorize the payment.
5. **Avoid paying for items yourself and requesting reimbursement.** Make every attempt to have the church billed for items directly. When a check is issued in advance as the means of purchasing an item, receipts from that purchase must be turned in to the Finance elder to complete the documentation of the transaction.
6. **When filling out the disbursement form for an operating expense, the charge-to account must be a line item on the budget.** Do not simply indicate a line number or general category (e.g. Building & Grounds, Christian Ed, etc), state the name of the line. Non-budget expenses (special offerings, Deacons, Presbyterian Women, etc) should clearly state the fund that is to be charged.
7. **Charge the budget line item corresponding to the expense.** It is not permissible to charge an account unrelated to the expense. The Finance elder will review all requests for an appropriate charge-to account before signing the check.
8. **Only the owner(s) of a line item can authorize a charge against that line.** The budget is broken down by committee, so respective ownership of most budget line items should be obvious. If there is any question about who owns which line items, please contact the Finance elder.
9. **Disbursement forms made payable to an individual can not be authorized by the same individual.** It is preferable to have an elder from the same committee authorize the payment as they would have some knowledge of the expense. Otherwise, submit the check request to the Finance elder for authorization. With proper documentation, there should be no issue with getting the request authorized.

Questions about these guidelines can be directed to the Finance elder.