

PRINCE OF PEACE

Policy / Procedure

DATE: December 1, 2021
TO: All Employees & Committee Leaders
FROM: Finance Committee
SUBJECT: Submitting Invoices & Expense Reimbursements for Payment, Approval Procedure and Check Processing

Invoice & Expense Reimbursement Procedure

In order to control and account for the costs incurred in purchasing items, Prince of Peace uses the Request for Payment/Reimbursement Form. This form is available on the web site or from the church office.

All requests for payment or reimbursement must utilize the Request for Payment/Reimbursement form and include:

1. The vendor invoice or receipt
2. Signature by the responsible staff or committee chairperson.

The request for Payment/Reimbursement Form is used for committee expenses, supplies, contractor services, mileage, other purchased items.

Approval Procedure

A Request for Payment/Reimbursement needs to be initially approved by the committee chairperson, Pastor, Treasurer, Council President or whomever has budgetary responsibility for such expense (see list below). Requests over \$1,500, in addition to having the initial approvals, must also be approved by the Treasurer or Church Council President. Expenses over \$5,000 require both the Treasurer and Council President approvals. Use of POP authorized credit cards should follow the same approval guidelines.

The following type of purchases should be forwarded to the noted employee for approval.

Items over \$500 should be reviewed with the approving party prior to purchase.

<u>Type of Purchase</u>	<u>Employee Responsible</u>
Office and IT expenses	Megan Harber
Operations expenses	Megan Harber
Marketing & communication costs	Mary Humer
Fellowship (i.e. donuts, coffee, etc.)	Megan Harber
Christian Education, Youth and W &M	Pastor
Committee expenses	Committee chairperson

Check Processing

Place completed forms in the mail slot labeled "Payment/Reimbursement Requests". The mail box is located in the church Resource Office. Checks are processed each Tuesday. Be sure to have your request in by Monday evening for timely processing. Checks processed on Tuesday will require the signature of an authorized signer so there can be a lag of several days before the check is ready for pick up or mailed.

Check signers are not to sign a check for expenses that they approved.

Contact Mary Humer, Finance Administrator with questions.