

St. James United Methodist Church
3000 Webb Bridge Road
Alpharetta, GA 30009

Rev. Dr. Michael T. McQueen, Sr. Pastor

Rev. Claudette Farmer, Assoc. Pastor
Rev. Tariq Cummings, Assoc. Pastor

REQUISITION REQUEST FORM
(Please Print/Type Legibly)

Dept/Ministry: _____

Date of Request: _____

Amount Requesting: _____

Requested By: _____

Payee Name: _____

Phone Number: _____

Address: _____

- Advance Vendor
- Reimbursement Credit Card
- Honorarium – (must complete W-9)
- Benevolence Donation

PURPOSE/USE OF FUNDS

Detail Explanation: _____

SPECIAL INSTRUCTIONS

Budgeted: _____ *Non-Budgeted: _____

*If requested amount is not part of your approved budget, please attach explanation and rationale to justify allocation of the requested funds. Non-Budgeted requests need Finance Dept. approval prior to disbursement of funds.

Check Disposition: _____ Return to Originator _____ Mail _____ Hold

APPROVAL

Church Administrator Ministry Chairperson

Treasurer Trustee Chairperson

Note: Attach a copy of all receipts that support the request for funds, ensure correct mailing address of payee, and retain a copy of this for your records. If requesting a cash advance, please return all receipts along with unused cash within **SEVEN** days after the event.
Finance dept. use only

Vendor #: _____

Account Code: _____

PROCEDURE

A Requisition Request Form must be completed and submitted to the Finance Office to reimburse a member for expenses already made on St. James behalf or to have a check sent to a vendor. Only on rare occasions is a cash advance disbursed.

1. Get a new copy of the Requisition Request Form either from the mailbox or download from the St. James website – www.stjamesumc.org
2. Complete the information requested in its entirety.
3. Number each receipt and write a brief explanation on the back. If you are requesting a check to be sent to a vendor, please attach a copy of all relevant documentation (ex. Invoice, request for deposit, etc.).
4. Attach ORIGINAL receipt(s) and/or documentation to the completed Requisition Request Form.
5. After the Ministry Chair approves the Requisition Request Form, place in the Finance Secretary's mailbox.
6. **APPROVED** (by Ministry Chairperson) Requisition Request Forms are due in the Finance Office **no later than 12 noon every Wednesday** for processing.
7. Checks will be placed in the appropriate ministry mail boxes or mailed out on Thursdays.

POLICY

1. All Requisition Request must be reviewed and signed by the Church Administrator prior to processing.
2. All Requisition Request over \$1,000 or is a non-budgeted expenditure will be held for further review at the next Finance Team meeting.
3. The Finance Team **must approve ALL expenditures** for a ministry that has depleted their total budgeted funds.
4. Funds from one ministry cannot be used to fund expenditures in another ministry, unless approved by the Finance Team.
5. Funds may not be used for food/meals at regular ministry meetings.
6. All Requisition Request for Honorariums must be accompanied by a W-9 Form (obtained from the Finance Office or the W-9 mailbox).
7. If requesting a cash advance, all receipts along with unused cash are due in the Finance Office within **SEVEN** days after the event. Failure to submit receipts and or cash due back may result in no further cash advance disbursed for your ministry.
8. Maximum request for cash advance is \$400, unless approved by the Finance Team for higher.