

## PROCEDURE

A Requisition Request Form must be completed and submitted 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 from [http://www.stjamesumc.org/?attachment\\_id=1129](http://www.stjamesumc.org/?attachment_id=1129) for scanning into ImageFreeway.
2. Complete the information requested in its entirety.
3. The Requisition Request Form and all documentation must be scanned into ImageFreeway so that the Ministry Chairperson can approve it.
4. **APPROVED** (by Ministry Chairperson) Requisition Request Forms are due in ImageFreeway **no later than 12 noon every Wednesday** for processing.
5. Checks will be placed in the appropriate ministry mail boxes or mailed out on Thursdays.

## POLICY

1. All Requisition Request must be reviewed and approved by the Church Administrator prior to processing.
2. All Requisition Request over \$1,000 or Requests that are non-budgeted expenditure will be held for further review at the next Finance Team meeting. These meetings are held on the last Monday of the month (except for July and if this date is a holiday).
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 (this form can be obtained from <http://www.irs.gov/pub/irs-pdf/fw9.pdf> ).
7. If a cash advance has been approved/granted, 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.