

**MINISTRY APPROVAL**  
*(See back of form for further instructions)*

Ministry: \_\_\_\_\_ Requested by: (Print name) \_\_\_\_\_

Ministry Leader \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
NAME SIGNATURE

Date Required \_\_\_\_\_

Item Description: \_\_\_\_\_

Purpose/Use: \_\_\_\_\_

Budgeted Item:  Yes  No Estimated Cost \_\_\_\_\_

Budget Expense Category \_\_\_\_\_

\*Non-budgeted, over budget and items exceeding 20% or ministry's annual budget require Finance Team approval

**FINANCIAL APPROVAL/CHECK REQUEST AND REIMBURSEMENT FORM**  
**PASTOR/STAFF FINAL APPROVAL**

Staff/Pastor \_\_\_\_\_ Approved:  Yes  No

Staff/Pastor \_\_\_\_\_ Date: \_\_\_\_\_  
*(See Step 2 on Back)* Name Signature

Reason for Rejection: \_\_\_\_\_

As Required *(See above Requirements)*

Finance Team \_\_\_\_\_ Approved  Yes  No Date: \_\_\_\_\_  
Signature

Form to be returned to Ministry Leader or Requesting Individual

**CHECK REQUEST**

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

\$ Amount: \_\_\_\_\_ Mail Check  Pick up Check

After completion of purchase, attach receipt to this form and return to Penny Kays.

**OFFICIAL USE ONLY:**

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Reimbursement  Direct Purchase

Date Charged: \_\_\_\_\_ Credit Card Assigned to: \_\_\_\_\_

# Southpoint Community Christian Church

## Financial Approval and Check Request Policy

**Purpose:** To insure financial accountability to the church's operating budget.

**Procedure:** When seeking approval for purchases of budgeted and non-budgeted items, the financial Approval/Check Request form must be completed by the requesting person. Such items as kitchen, church, janitorial and office supplies are ordered from a preprinted inventory form and must be requested through the office staff.

**Step 1-** Obtain a Financial Approval/Check Request form from the office.

**Section 1:**

1. To be completely filled out by the person requesting approval for a particular item.
2. Present this form to your Ministry Team Leader.

**Step 2-** Requesting individual or Ministry Leader submits the form to the Staff/Pastor responsible for the ministry. The Staff/Pastor will complete Section 2

**Section 2:**

1. The Staff/Pastor *responsible for that ministry* must authorize final approval of the requested expense. (It must be the individual who oversees that specific ministry and not just any Pastor or Staff) *If rejected, he/she will provide a reason for the rejection.*
2. The Staff/Pastor must sign the form and return to the requesting person.

**Step 3-** Submit the final approved form to the office with section 3 completed.

**Final approved request must be submitted no later than Monday 10:00 AM for check issuance that week**

**Section 3:**

1. Indicate whom the check should be made out to for reimbursed items. For checks required to purchase an item, receipts must be immediately returned to be attached to the form.
2. All receipts must be attached to this form for payment.
3. Any check requests must be made by Monday 10:00 AM for payment on Friday of that week.

### **Guidelines:**

All non-budgeted expense requests require authorization from the responsible Staff/Pastor. Ministry Leader may authorize without further approval if non-budgeted item is less than \$50.00, otherwise all items must be approved.

Requests that are 20% or greater of the ministry's annual budget must be pre-approved by the Finance Team. If the Finance Team rejects the request, it may be appealed to the Pastors.

Requests to exceed budget amounts must be approved by the Finance Team.

Ministry Leaders are responsible for budgeted ministry funds and may request funds within the approved budgeted dollars.

Spending will be monitored by the Finance Team and reported to the Staff and Pastors on a regular basis.

As always, the spending in all budgeted categories are subject to the current financial conditions of the church and may be slowed down, reduced or deleted as deemed necessary by the Finance Team. All recommended changes require Pastor Approval.