

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.