



CHECK REQUEST VOUCHER POLICY

"Let everything be done decently and in order." 1 Corinthians 14:40

PURPOSE

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

GENERAL INFORMATION

When seeking approval for purchases of budgeted and non-budgeted items, the Check Request Voucher form must be completed by the requesting person. All vouchers must have the pre-approval of the Ministry Overseer (unauthorized purchases will not be reimbursed). This procedure covers reimbursements, advance checks, CTC Credit Card purchases and speakers.

- To request a check, all vouchers must be completed and signed by the head of that ministry (the individual requesting the check **cannot** be the same person authorizing the voucher).
- The original receipts must also be attached to the voucher for reimbursements, returned Advances and credit card purchases.
- Timeline for processing requests – vouchers must be submitted by Monday each week. **Check are ready for pick-up on Wednesday.** (note: when the Monday falls on a holiday, this schedule may vary and notification will be provided).
- Delivery for checks – these will be put in the mailbox of the ministry who submitted the voucher unless specified otherwise on the voucher.

GUIDELINES

More specific guidelines to ensure your vouchers are expedited in a timely manner follow:

ADVANCES - (when a Check is requested before the purchase is made)

Check requests for advances are submitted as outlined in the "General Guidelines" section *except* receipts are turned in after the purchase.

- Original receipts must be attached to the voucher you will receive with your check and are due no later than one week after the purchase. All receipts should be noted on the form in the space provided.



- Indicate the total amount of advance funds used, funds owed to CTC and return any unused funds along with the receipts. The ministry overseer/head is responsible to assure this process completed.
- A copy of your request will be included with your check and should accompany your receipt(s) as the original sheet will remain with the financial office.

Note: all receipts must be turned in before additional Advances can be issued to the Ministry.

PURCHASES

As a general point, all purchases made for CTC must be made in the Customer Name: **Christian Tabernacle Church (In care of: Ministry Rep Name)**. The

Shipping/Customer address and phone number must be:

100 S. Park St, Roselle IL, 60172, (630)529-1282. Email: AdminSec@ctcchurch.org

This applies to regardless of the method of purchase.

PURCHASES CHARGED on the Member's Personal Credit Card:

Charges must be **pre-authorized by Ministry Overseer** and will be processed as a reimbursement. Check requests for personal credit card purchases are submitted as outlined in "General Guidelines" section.

PURCHASES CHARGED on CTC's Credit Card (PREFERRED METHOD):

This is the preferred method for purchases and our primary source to consistently track CTC expenditures.

All the Order/Purchase information that is required to place the order must be attached to the pre-approved voucher completed and signed by the ministry head/overseer. Simply indicate that a CTC Bank Card Purchase is being requested by checking the appropriate box on the form. Requests should be submitted in the Financial Administrative Box downstairs. Please allow at least 72 hours after the voucher has been submitted before following-up with the Financial Admin Office. The order will be placed with the vendor and a confirmation email sent to the requester.

PURCHASES CHARGED to a CTC Merchant Account:

Charges must be pre-authorized by the Ministry Overseer prior to the purchase. The purchaser must be an authorized purchaser on that CTC account and leave their name with the merchant at the time of the purchase. Within one week of the purchase, original receipts must be returned and attached to the a voucher signed by the Ministry Head. Indicate the total amount of purchase and check the Merchant Account Purchase box.



CHECK REQUEST VOUCHER FORM

SECTION 1

- Read the important notes section and be sure to check the box indicating the Overseer has pre-approved the request. (If this box is not checked, the request cannot be processed and will be returned to the requestor ministry mailbox).
- Indicate the name of your Ministry Overseer either by writing in the space provided or clicking on the pull-down menu when using fillable Word form. (Note: the Overseer will receive an email notification).
- Transaction Type – indicate the type of request you are submitting.
- Receipts – complete this section as required based on the type of request (for example, a request for an Advance would not require this section to be completed until after the purchase(s) have been made).

SECTION 2

- Complete the date of your request.
- Indicate who the check should be payable OR the requestor's name if this is a CTC credit card transaction.
- Provide the full address, the amount and include the reason for the check.
- Obtain the ministry head or overseer's signature.

SECTION 3

- You simply need to check the specific box indicating the area for your expenditure under the major headings (Edification, Evangelism or Logistic).

SECTION 4

- This is an important section and must be completed – you must indicate exactly where the funds to cover the transaction will come from. Is your expense a BUDGET EXPENSE or PERSONAL MINISTRY EXPENSE. The form will not be processed if no box is checked.

Some examples of budget and personal ministry expense are provided as well.