

ST. PAULS' EPISCOPAL CHURCH

**PROCEDURES FOR REQUESTING
BUDGETED/RESTRICTED FUNDS**

- 1. All requests for funds must be submitted on a church voucher request form. No Exceptions.**
- 2. Voucher request forms must be signed by the committee, department or organizational head as listed in the church office.**
- 3. Voucher requests forms must be submitted by 5pm on Tuesday in order to receive the requested funds in the same week.**
- 4. Voucher requests are approved by the Finance Chairman or Asst. Treasurer on Tuesdays. The Parish Administrator then processes the request and a check is drawn up for signature on Wednesday.**
- 5. Requested funds/checks may be picked up from the church office after 3pm on Wednesday. The church office closes at 7pm on Friday.**
- 6. Receipts for purchases made with church funds must be submitted to the church office within 10 days after the check is issued or within two weeks after an event is held.**
- 7. Personal funds used for making church purchases should be approved by the committee, department or organizational chair, prior to the purchase. A properly completed voucher request form should be submitted by the chairperson or in order for a reimbursement to be issued.**
- 8. There must be 2 persons at all time counting money.**
- 9. Organizations or committees submitting funds with 3 or more checks must complete an organizational funds form.**