



SPRINGFIELD BAPTIST CHURCH POLICY STATEMENT FOR CHECK/PAYMENT REQUESTS

REVISION DATE: April 2016

Overview:

A Check Request Form is to be used when requesting reimbursement and advance or scheduled payments to a third-party for professional services or materials, including but not limited to vendors, facilities, service providers, and individuals (employee and non-employee).

Process for Check Requests:

- All Check Requests should be submitted using the attached Springfield Baptist Church Check/Payment Request Form.
- The Check/Payment Request form should be completed in its entirety.
- The completed Check/Payment Request Form must include approval by the Ministry Leader, Cabinet Leader and Senior Staff when necessary.
- Requests for events that require a credit card payment should include vendor phone number, contract number and any supporting documentation.
- Once approved, the completed Check/Payment Request Form and all related documentation should be forwarded to Accounts Payable for processing.
- The Check/Payment Request will be reviewed by Accounts Payable. Any questions will be directed to the contact noted on the Check Request Form.
- Generally, requests for checks made prior to Wednesday of each week will be ready for pickup after 1:00 p.m. Thursday afternoon of the same week. Requests made between Wednesday and Friday will be ready for pickup after 1:00pm Tuesday of the following week. Any exceptions for an earlier turnaround or delays will be shared directly with the requestor.
- Check requests require original receipts or invoice from the professional service provider stating the services or items (to be) rendered, recipient contact information, date of expense and/or services, invoice number and total expense amount.
- Receipts and any monetary difference due to a variance in the actual expense versus the amount of the check payment must be forwarded to Accounts Payable within 3 business days of making the purchase.