

Cedarville United Methodist Church Fund Disbursement Policy

Check requests or Purchase Orders should contain as much information as possible in order to provide an explanation of the expense, verification of the expense and a reason that the expense was incurred. Check requests or Purchase Orders containing insufficient information, or missing information or signatures will be returned to the requestor for completion.

Check Requests for Reimbursement

Check requests are submitted by individuals requesting reimbursement of expenses for purchases made on behalf of Cedarville United Methodist Church (CUMC). A Check Request/Purchase Order form shall be utilized. The form shall include information about the requestor such as name and address, date of the request, person filling out the check request, space for the requestor's signature, and committee chair signature. In addition, there is space provided to record the appropriate department or expense category, description of items/services purchased, how the items will be used and give the amount of the purchase, along with the total of all purchases on that page. The requestor shall include receipt (evidences of expenditure).

Check Requests for Vendor Invoices

Vendor invoices are received either through mail or with the delivery of goods. Once a purchase has been made a Check Request/Purchase Order form should be completed. The check request form shall include information about the person filling out the check request, vendor information, space for the requestor's signature, and committee chair signature. In addition, there is space provided to record the appropriate department or expense category, description of items/services purchased, how the items will be used and give the amount of the purchase. An invoice or copy of the contract shall also be included with the form.

Purchase Order

Service contracts established based upon performance of work or delivery of services (such as facility repairs) are to have Purchase Orders completed for invoices received to verify the work or services were received as agreed upon in the contract. A Check Request/Purchase Order form shall be utilized and include information about the person filling out the check request, space for the requestor's signature, and committee chair signature. In addition, there is space provided to record the appropriate department or expense category, description of items/services purchased, how the items will be used and give the amount of the purchase. A copy of the contract or estimate shall also be included with the form. The Treasurer will use the completed form to compare against invoices to determine reasonableness.

Recurring Payment

Recurring payments are ongoing repetitive expenses and services of CUMC (such as utilities, lawn care, snow removal and leases, etc.). A Check Request/Purchase Order form shall be completed annually for these services and include information about the person filling out the form, vendor information, space for the requestor's signature, and committee chair signature. In addition, there is space provided to record the appropriate department or expense category, description of items/services purchased, space to describe how the items will be used and give the amount of the service. A copy of the contract or estimate shall also be included with the form. The Treasurer will use this information to verify that the invoices received match the contract terms and issue payment.