

Reimbursement Procedures

All reimbursement requests must be completed and approved as follows:

Procedure:

1. A receipt should be provided for all expenses requested for reimbursement. You have 30 days from purchase to request a reimbursement.
2. Each expense should be charged to an expense type on the attached form. The amount of each expense type should be noted in the space provided by each type marked. Reimbursement will not be provided unless the expense type has been marked. More than one expense can be submitted on a form. Please provide written explanation/purpose for the expense in the "Description" section.

Purchase approval levels:

- Up to \$250 - church staff has discretionary ability to make budgeted purchases without prior approval
- \$250 - \$500 - Senior Pastor or Treasurer may authorize
- \$500 - \$1,000 - requires a purchase requisition and approval by Treasurer (see Exhibit B)
- Above \$1,000 – requires a purchase requisition, bids and approval by a majority of the finance committee

The Purchasing Requisition must be filled out by the person or group requesting the goods and services. The Treasurer will sign the requisition which will authorize the requestor to move forward with the purchasing of the goods/services. If the purchase requires a "bid", the requestor will collect the quotes, and then meet with the Treasurer authorizing the purchase to discuss the quotes and decide on a vendor.

Approval:

1. **Senior Pastor:** The pastor's reimbursement request must be approved by the Church Treasurer or any member of the finance committee.
2. **Family Pastor/Pastor Intern/Other Pastoral Staff:** Reimbursement request must be approved by the Church's Senior Pastor and the Church Treasurer or any member of the Finance Committee.
3. **Church Administrator:** Reimbursement request must be approved by the church's Senior Pastor, or other pastoral staff member.
4. **Others:** Reimbursement request may be approved by the Senior Pastor, other pastoral staff member, church Treasurer or member of Finance Committee.

Please mail completed Reimbursement Requests to

**Wakefield UMC
Attn: Finance
10701 Common Oaks Dr
Raleigh, NC 27614**

Or

Email to finance@wakefieldumc.org

