

CHECK REQUEST



Complete the form in ink! Please attach a receipt or the vendor's invoice – they're required for reimbursement.

ISSUE CHECK TO: Name: _____
Address: _____

PLEASE SIGN AND DATE REQUEST!

Signature: **Date:**

TOTAL AMOUNT: \$

DETAIL:

Amount: \$ **Ministry Name:**

Assign to: **Project:** **Fund:** **Dept:** **Account:**

Purpose:

Amount: \$ **Ministry Name:**

Assign to: **Project:** **Fund:** **Dept:** **Account:**

Purpose:

Amount: \$ **Ministry Name:**

Assign to: **Project:** **Fund:** **Dept:** **Account:**

Purpose:

Office review:

Continue on second sheet ...

CHECK REQUEST



Procedures

Thank you for your work on behalf of God's ministry at Rejoice! If you incur an expense that requires reimbursement, we want to be sure that:

- You are reimbursed as quickly as possible.
- We maintain complete and accurate records which are consistent with responsible accounting practices, yet make things as simple and hassle-free as possible for you.
- Insure that expenses for each ministry are within our budget guidelines for that ministry.

Here's what to do:

- Please check with your ministry leader to be sure your purchase is within the ministry scope and budget. Core Leadership Team members are each responsible for the budget in their areas.
- If you are claiming re-imbursement from a designated fund (300), you must enter a project code; 1-3 digits, e.g. Hesed House = 22, Summit Rejoice Review = 129. If you don't know your project code check with the Business Office.
- Complete a check request (also available on the website). Use ink! Be sure to sign and date it. If you know the account number, great! If not, tell us the ministry area and reason for purchase, and we'll fill in the number. We must have a signed form and a copy of the receipt or invoice to be able to reimburse the expense.
- Turn the form in to your ministry leader or to the church office with receipts attached.

We will mail a check to you within 7-10 days of receipt of the check request. If you need reimbursement sooner, let our office know, and we'll take care of it.

We don't make a practice of issuing checks in advance of a purchase, but occasionally there is need for one.

One more thing:

- If you make a purchase, please present a Illinois Department of Revenue letter to avoid sales tax. We can't put the letter on our website; if you don't already have one, call the office and we'll email it to you. Most stores will accept this letter without additional paperwork. Use the letter ONLY for Rejoice purchases. If you have personal items as well, separate them into two transactions. This is really important to maintain, and witness to, the integrity of our ministry.

If you have any questions, please contact the Business Office neil@rejoicegeneva.org or call 630-262-0596.