

# **Unitarian Universalist Church of Amherst**

**TO: UUCA Community**

**FROM: David Stroud, Treasurer**

**RE: New policy and procedure for Accounts Payable Reimbursement**

In lieu of the fact that there has been a change in the processing of Accounts Payable invoices with new signors on the Church checking account, the following policy and procedure is being recommended:

- #1. Individuals who are requesting reimbursement for costs incurred under a purchase (or reimbursement) made from personal funds or charges to a personal credit account will be required to complete the "Check Request Form" (attached).
- #2. \*It is *mandatory* that receipts reflecting the purchase or expense are attached to the request form. The back of each receipt should have the purchaser's name and account from which the funds are allocated.
- #3. Email notification to the church office requesting reimbursement is completely acceptable, as long as a copy of the receipt is included as an 'attachment' within the email.
- #4. Reimbursement checks will be processed within 7-10 business days upon the receipt of the request. (Included on the form is the capacity in which the requester will receive the check.)
- #5. Email requests giving this information with receipt copy as attachment are acceptable.

# Unitarian Universalist Church of Amherst

## Check Request Form

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Reimbursement For: \_\_\_\_\_  
(supplies, food, postage, etc)

Budget Account: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Receipts Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

### ***PLEASE SELECT ONE:***

Mail Check: \_\_\_\_\_ Put in Mailbox: \_\_\_\_\_ Pickup: \_\_\_\_\_  
To Recipient from office

Email requests giving this information with receipt copy as attachment are acceptable.

NOTE: Checks are not processed daily. Plan ahead, give five days to receive check