



SAINT PAUL AME CHURCH JACKSONVILLE FLORIDA
6910 New Kings Road • Jacksonville, Florida 32219
Church Office: 904.764.2755 • Email: Finance@stpaulamejax.com

CHECK REQUISITION/VOUCHER PROCEDURES

- ** Please note that checks are generated on the 2nd and 4th Thursday of each month only. No emergency or off-schedule checks will be generated. Please plan accordingly.**
- 1. Requestor will complete all fields on the Check Requisition/Voucher Form. Please print clearly and legibly. Only one payee per voucher. Incomplete vouchers may cause a delay in approvals.
- 2. Requestor will obtain approval signatures of the President and Treasurer of the Board/Auxiliary/Commission for confirmation of budget and funds availability, prior to submitting the voucher for payment.
- 3. Requestor will submit approved voucher with all supporting documentation to the church office by **Monday** according to the published disbursement schedule. Electronic vouchers should be emailed to Finance@stpaulamejax.com, cc: stpaul@stpaulamejax.com
- 4. All invoices, vouchers and supporting documentation will be forwarded to the Vice-Chair of Stewardship & Finance for approval.
- 5. All approved vouchers and invoices will be forwarded to the Pastor for final approval.

NOTES and REQUIREMENTS:

- ** Individuals will not be reimbursed for St Paul expenses, without pre-approval prior to incurring the expense. The church should be quoted and invoiced as the payee for all goods and services.**
- ** If prior approval is given for a reimbursement, vouchers submitted for reimbursement of funds must be accompanied by the original receipt(s) and/or paid invoice. Credit card statement activity is not accepted. The total of all receipts must equal the request amount.**
- ** Please attach receipt(s)/paid invoice to the back of the check requisition/voucher form. A separate file with receipts/invoice is acceptable, if submitting the request electronically.**
- ** Reimbursement requests must be submitted no later than 45 days after expenditure.**
- ** Any expenditures greater than 10% of budgeted amount must be pre-approved by the Pastor and the Vice-Chair of Stewardship & Finance, in writing, prior to incurring the expense.**
- ** Board/Auxiliary/Commission balances will be recorded on the voucher following check processing. It is the Treasurer's responsibility to ensure the accuracy of transactions and fund balances.**
- ** Please retain a copy of the voucher for your records.**



SAINT PAUL AME CHURCH JACKSONVILLE FLORIDA

6910 New Kings Road • Jacksonville, Florida 32219
Church Office: 904.764.2755 • Email: Finance@stpaulamejax.com

CHECK REQUISITION/VOUCHER

DATE:

VOUCHER #:

[Grey box for Voucher #]

For Finance Use Only

ORGANIZATION:

REQUESTOR:

REQUESTOR EMAIL:

PHONE #:

REQUEST AMOUNT:

Mail

Pick-up from Church Office

CHECK PAYABLE TO: ***Enter Full Name of Individual or Organization and Address***

NAME

MAILING ADDRESS

CITY, STATE & ZIP CODE

PURPOSE OF REQUEST:

Are Receipts/Invoice Attached?

Yes

No, Not Applicable

REQUEST APPROVED BY:

President/Chair/Pro-Tem

Treasurer

DISBURSEMENT APPROVED BY:

Vice-Chair, Stewardship & Finance

Pastor

For Finance Use Only:

Issue Date: _____

Check #: _____

Processed By:

Expense Acct: _____

Fund Balance: \$ _____