CHECK / DISBURSEMENT REQUEST

Payment against an adopted budget line. Submit to the Administrative Church Clerk. Allow 5 to 7 business days.
An incomplete form is returned without processing. Nothing outside the adopted budget is paid without an approved SJBC-BAR.

No check is written without a signed voucher (Art. V, Sec. 8). The chain is three hands: the Clerk signs the voucher, the Financial Secretary writes and signs the check, the Treasurer signs on the authorized voucher. No officer approves a payment to that officer or to a member of that officer's household.

SECTION 1 — REQUESTER

Requester's full name | Ministry / department | Phone | Email

Budget line item as adopted | Amount requested $ | Date needed | Invoice no.

Delivery of the check ☐ Mail to the payee ☐ Hold for pickup ☐ ACH / direct deposit

SECTION 2 — PURPOSE AND CATEGORY

Description of the activity or purpose — what the money is for and why the church is spending it

Category (check one)

☐ Supplies ☐ Equipment ☐ Services ☐ Training
☐ Food ☐ Flowers / decorations ☐ Speaker honorarium ☐ Musician
☐ Donation ☐ Gift ☐ Benevolence ☐ Reimbursement
☐ Dues or convention ☐ Utilities or recurring ☐ Other

If other, or if a reimbursement — describe

A reimbursement is paid to the purchaser on itemized receipts. The Church does not make payment to a personal credit card account.

SECTION 3 — PAYEE

Payable to — full legal name of the payee | Payee phone

Mailing address

City | State | ZIP | First payment to this payee?

Is the payee a member, officer, employee, or a household member of any officer approving this request? ☐ Yes ☐ No

SECTION 4 — SUPPORTING DOCUMENTATION

☐ Invoice or statement ☐ Itemized receipts ☐ Contract or written terms
☐ Vendor quotes ☐ Vendor W-9 on file ☐ None — explained below

Three vendor quotes are recommended, and quotes are required for any single item of $500.00 or more.

If no documentation is attached, explain

Ministry / department

Payable to

Amount $

SECTION 5 — AUTHORIZATION BY THE MINISTRY

I certify that this request is the work of this ministry; that it falls within a line of the adopted budget; that the goods or services have been received or are properly ordered; that the supporting documentation attached is complete and accurate; and that neither I nor a member of my household benefits from this payment. Where the President or Chairperson is unavailable, the Vice President or Co-Chair signs and states why.

Signature — Ministry President / Chairperson

Type name or sign by hand

Printed name

Date

Signed by an alternate because the President / Chairperson is:

- ☐ Absent or unavailable
- ☐ In conflict of interest
- ☐ Position vacant
- ☐ Not applicable

Explanation — required if signed by an alternate

FINANCIAL USE ONLY — DO NOT WRITE BELOW THIS LINE

SECTION 6 — BUDGET VERIFICATION

Fund ☐ General ☐ Building ☐ Benevolence ☐ Other

Is the expenditure carried in the adopted budget? ☐ Yes ☐ No

Are funds presently available in that line? ☐ Yes ☐ No

If the answer to either question is No — STOP. Return this form to the requester. An approved SJBC-BAR must come first. Do not proceed to Section 7, and do not raise a voucher.

Finance comments, conditions, or reason returned

Signature — Finance Chairperson, or the Treasurer while that office is vacant

Type name or sign by hand

Printed name

Date

Ministry / department | Payable to | Amount $

SECTION 7 — AUTHORIZATION REQUIRED BEYOND THE ADOPTED BUDGET

Adoption of the budget is the authorization to spend the line. These are the further authorizations the Constitution requires. Mark each.

Within the adopted line and $3,000.00 or less — no further authorization; proceed to Section 8	☐ Yes	☐ N/A
Expenditure over $3,000.00 — Joint Board approval (Art. V, Sec. 5)	☐ Yes	☐ N/A
Single contract obligating the Church over $3,000.00 — Church authorization (Art. V, Sec. 5)	☐ Yes	☐ N/A
Benevolence — Chairperson of the Board of Deacons	☐ Yes	☐ N/A

Date of Joint Board action | Date of church vote | Recorded in the minutes of

Signature — Chairperson of the Board of Deacons (benevolence only) | Printed name | Date

Type name or sign by hand

SECTION 8 — CONSTITUTIONAL VOUCHER PROCESSING

Completed in order. No check is written before Step 1 is signed.

Step 1 — Voucher. Administrative Church Clerk

Signature | Printed name | Voucher no. | Date

Type name or sign by hand

Step 2 — Check. Financial Secretary writes and signs

Signature | Printed name | Check no. | Date

Type name or sign by hand

Step 3 — Release. Treasurer signs on the authorized voucher

Signature | Printed name | Date of check | Date

Type name or sign by hand

Date the check was delivered or mailed | Received by, where held for pickup

SECTION 9 — PAYMENT TO AN INDIVIDUAL

Completed for a speaker, musician, contractor, or any payment to a person rather than a business.

A signed W-9 is on file for this payee	☐ Yes	☐ No
Payments to this payee reach $600.00 or more this calendar year	☐ Yes	☐ No
This payee is a church employee paid through payroll	☐ Yes	☐ No

An honorarium is paid by check on this form. The Church does not pay a speaker or musician in cash.

ROUTING REFERENCE

1. The requester completes Sections 1 through 4 and obtains the ministry signature in Section 5.
2. The form goes to the Administrative Church Clerk, who routes it for budget verification (Section 6).
3. Not budgeted, or funds unavailable: STOP. Returned to the requester. An approved SJBC-BAR comes first.
4. Budgeted and funded: any further authorization the Constitution requires is obtained (Section 7).
5. Voucher chain in order — Clerk, then Financial Secretary, then Treasurer (Section 8).
6. The Financial Secretary files the completed form in the church office and retains it a minimum of seven years.
7. The Auditor examines these records quarterly and reports in writing to the Pastor and the Church.