**Reimbursement Request Form**

(Place in Treasurer’s mailbox once completed)

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

Please attach receipt(s)/invoice(s) here.

Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Requested Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the item(s)/service(s) purchased:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What program or area of the ministry will this item/service most benefit?  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor or Consistory Member involved in decision to purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For requested amounts less than or equal to $100.00, approval for reimbursement may be made by the current treasurer. If the treasurer feels the request should be denied or she/he is uncertain of the matter or uncertain of the exact amount to approve, the decision shall then go to the deacons for discussion and final decision. Need for approval does not apply to already approved expenditures or those of accounts outside the General Fund. If the reimbursement request is denied, the purchase price of the item/service may be considered as a gift-in-kind to the church and counted as a charitable donation by the requestor/purchaser.

Treasurer’s Action: APPROVED FOR REIMBURSEMENT on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DENIED FOR REIMBURSEMENT by Deacons on \_\_\_\_\_\_\_\_\_\_\_\_ GIFT RECEIPT \_\_\_\_\_\_\_\_\_\_

Treasurer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For requested amounts greater than $100.00, approval or denial for reimbursement must be made by joint decision of three or more deacons; if over $500, by the consistory. Need for approval does not apply to already approved expenditures or those of accounts outside the General Fund.

Deacons/Consistory: APPROVED FOR REIMBURSEMENT on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DENIED FOR REIMBURSEMENT on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GIFT RECEIPT \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Deacon/Consistory member Deacon/Consistory member Deacon/Consistory member

**Reimbursement Policy – New Hope Community Church**

Governing Philosophy – In all areas, the financial blessings entrusted to the church should be given, guarded, and spent, in a manner pleasing to God and in accordance with His word. Care should be taken at every opportunity to safeguard the reputation of the church, the faith of the believers, and the trust of the community.

As a part of the ongoing ministry of the church, services, goods, equipment, tools and supplies will need to be purchased. Where possible, the purchase of these items should be preceded by research and price comparisons, to best invest the financial blessings received by the church. As such, these items will likely be a part of the forward-looking budget of the church. However, from time to time, certain items/services may need to be acquired in a shorter time frame that may be prohibitive of such efforts. The following guidelines should be followed in order to allow for the good of the church and the advancement of the kingdom as delegated to the fellowship here:

1. Purchases over $100 on behalf of the church must be approved by a majority of the current deaconate.
2. Purchases over $500 on behalf of the church must be approved by a majority of the current consistory.
3. Purchases over $10,000 should be made public to the congregation for at least two Sundays prior to purchase when possible, to allow for additional input, discussion and special gifts.
4. Budgeted purchases should be pre-planned and payment arrangements made to pass funds directly from the church accounts to the vendor providing the goods or services, eliminating the need for reimbursement and possible burden to personal accounts of persons acting on behalf of the church in the transaction.
5. Purchases not specifically planned for in the annual budget, but deemed necessary by the consistory, deaconate, or other church committee given responsibility for the oversight of specific budgeted programs or ministry events, should prioritize pre-approval of purchases and the payment arrangements prior to purchase to reduce or eliminate the need for reimbursement and possible burden to personal accounts of persons acting on behalf of the church in the transaction.
6. Emergency needs may arise, requiring expedited purchases of goods or services. A reasonable effort should be made to compare pricing and quality of available options, as well as to contact members of the church with decision-making capacity, i.e. members of the consistory, deaconate, or acting pastorate, for approval of the purchase and responsible use of funds entrusted to the church. Members and non-members of the church making purchases on behalf of the church without prior approval should be prepared to absorb the full cost of the purchase prior to completing the purchase, without expectation of reimbursement. Such purchases may be eligible for consideration as donations to the church.

**Reimbursement of Purchases**

1. ***Budgeted, Pre-approved Purchases***

In most situations, purchases that have been budgeted and pre-approved will be paid for by the church treasury directly. In the event that a personal account will be used to secure the purchase with the anticipation of reimbursement to the individual, a quote, invoice or other documentation of the full purchase cost should be provided to the treasurer prior to purchase, and a complete receipt provided to the treasurer after the purchase. A complete receipt will clearly show the name of the vendor providing the goods or service, the date of purchase, the item(s) or service provided, and the full amount paid. Reimbursement will be made from the appropriate portion of the budget within ten calendar days of receipt of appropriate documentation.

1. ***Non-budgeted, Pre-approved purchases***

Every effort should be made to arrange payment directly to the vendor from the church treasury. However, this may not always be possible, and a personal account may need to be used. A pre-approval of the vendor, the amount to be spent, and the method of payment should be documented by a member of the consistory, deaconate or pastorate. A complete receipt, with pre-approval documentation, should be submitted to the treasurer for authorization of a reimbursement, to be made within ten calendar days of receipt of appropriate documentation.

1. ***Unplanned purchases (“Emergency”)***

Documentation of reasonable effort to pre-approve unplanned purchases may be submitted to the current church treasurer, with receipts for purchases made on behalf of or for the benefit of the church, for review and consideration for reimbursement.

* 1. *Reimbursement requests less than or equal to $100.00*

All requests for reimbursement of $100 or less, or requests for approval to spend $100 or less on behalf of the church (not including expenditures already approved in the budget or those involving accounts outside the General Fund, i.e. the *Love* and *Food Pantry funds*), shall be submitted to the Treasurer by the person making the request. The Treasurer has the authority to approve these requests at her/his own discretion. If the treasurer feels the request should be denied or she/he is uncertain of the matter or uncertain of the exact amount to approve, the decision shall then go to the deacons for discussion and final decision. A completed Reimbursement Request form with the treasurer’s or deacons’ decision and appropriate receipts/invoice copies should be provided to the financial secretary for record keeping. The financial secretary will issue a reimbursement check within ten calendar days of receiving the approved Reimbursement Request form with purchase documentation.

* 1. *Reimbursement requests greater than $100.00; greater than $500.00*

Approval for reimbursement of amounts greater than $100.00 should be made by no less than three members of the deaconate; of amounts greater than $500.00, by a majority of the consistory (in either case, such approval is not necessary for expenditures already approved in the budget or those involving accounts outside the General Fund, i.e. the *Love* and *Food Pantry* funds). Majority approval of the amount to be reimbursed must be reached prior to disbursement of funds. Reimbursement, if approved, should be made within 21 calendar days of the purchase date. If reimbursement is not approved, consideration should be given to qualifying the purchase as a donation to the church. A completed Reimbursement Request form with the deacons’/consistory’s decision and appropriate receipts/invoice copies should be provided to the financial secretary for record keeping.