

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO VOUCHER

Use staple to attach receipts or proof of expenditure.

Submitting a voucher without documentation will cause the payment to be denied.

Make Check payable to:
Address: _____ _____ _____

Line Item number (Budget 500-860) Reserve 305-394)	Line Item name	Amount available in account	Purpose of expense	Amount being requested
				\$
				\$
TOTAL				\$

Requested By:

Name: _____

Title: _____

Date: _____

Approved By:

Name: _____

Title: _____

Date: _____

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO

PAYMENT AND REIMBURSEMENT PROTOCOL

Follow these procedures to purchase goods or services on behalf of the church:

1. Goods or services purchased on behalf of a committee must be approved by the chair of that committee. Purchases for religious education purposes must be approved by the Director of Lifespan Religious Education. Church office, kitchen, and janitorial supplies must be approved by the Congregational Administrator. Any other purchases must be approved by the Minister. Vouchers submitted without appropriate approval will not be processed.
2. To make purchases you may do one of three things: pay out of pocket, have a bill sent to the church, or have the Congregational Administrator make the purchase with the church credit card. Credit card purchases must be evaluated on a case by case basis, as not all items can be purchased this way. Check with the Office Administrator for more information.
3. To make a **direct payment to an organization or business by check**, complete a voucher and attach an invoice or bill regarding the purchase. Have the chair of your group or other appropriate authority sign the voucher. Give the voucher to the Congregational Administrator for processing.
4. To obtain **reimbursement of a purchase you paid out of pocket**, complete a voucher and attach the receipt(s.) Have the chair of your group or other appropriate authority sign the voucher. Again, make sure you obtain approval before making any purchases. Give the voucher to the Congregational Administrator for processing. If you choose to pay out of pocket, please use a tax exemption form so that taxes are not charged.
5. Vouchers are processed and checks written once every two weeks. Contact the Congregational Administrator if an emergency arises that requires payment outside of the regular check writing schedule.

Please contact the Treasurer and/or the Congregational Administrator with any questions or concerns.