

## ST. TIMOTHY'S REIMBURSEMENT POLICY

Check request forms for vendor payment and/or expense reimbursement are to be completed and signed by the appropriate Vestry liaison or staff member, indicating both approval for payment and expense account to be charged. The completed form should be attached to the applicable invoice(s) or receipt(s) prior to submission for payment, and the expense should be submitted within thirty (30) days of incurring the expense. After thirty (30) days, you will be provided a receipt for an in-kind donation.

All approved check requests and the supporting receipt(s) for reimbursement are to be submitted each Tuesday by 4:30pm to the bookkeeper, either to the mailbox outside the Parish Hall or by email. The bookkeeper will then either mail or return to the requesting staff member the reimbursement check on Wednesday.

St. Timothy's Episcopal Church  
Signal Mountain, TN 37377

EXPENSE PRE-AUTHORIZATION REQUEST

*Any expense over \$500 requires pre-authorization by Vestry Liaison*

PROJECT NAME \_\_\_\_\_

SWEEPSA AREA \_\_\_\_\_

BRIEF EXPLANATION OF PURPOSE /BENEFIT \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZATION REQUESTED FOR (NOT TO EXCEED) \$ \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ DATE \_\_\_ / \_\_\_ / \_\_\_

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_ / \_\_\_ / \_\_\_  
(VESTRY LIAISON SIGNATURE)

REQUEST FOR PAYMENT

*Any expense over \$500 without Vestry pre-authorization, will not be reimbursed*

*Please note all requests for payment must be accompanied by original supplier/vendor invoice(s) and must be attached to the REQUEST FOR PAYMENT form.*

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_ / \_\_\_ / \_\_\_

PAYEE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

COMMENTS / PERTINANT INFORMATION \_\_\_\_\_  
\_\_\_\_\_

PAYMENT APPROVED BY \_\_\_\_\_ DATE \_\_\_ / \_\_\_ / \_\_\_  
(VESTRY LIAISON SIGNATURE)

ACCOUNT No. \_\_\_\_\_ CHECK No. \_\_\_\_\_ DATE PAID \_\_\_ / \_\_\_ / \_\_\_

*Any associated out of pocket expenditures must be submitted for reimbursement within 30 days of the expense, accompanied by receipt(s) as documentation. Receipts older than 30 days are not eligible for reimbursement. However, you will be issued a tax deductible donation receipt.*