

PAYMENT VOUCHER PROCEDURE

A payment voucher must be submitted in order to receive reimbursement or advances for ministry expenditures. All requests must be submitted (electronically or manually) to the Financial Secretary for reimbursement. Payment vouchers not submitted electronically, should be placed in the Financial Secretary mailbox. **Incomplete payment vouchers will be returned for completion. Please make sure all payment vouchers are signed by the ministry president (ministry members cannot sign in their absence).**

Payment vouchers are processed on a weekly basis. Please allow 10-14 days for your request to be processed. **All checks will be mailed to the payee after processing. Sunday's are reserved for worship and checks will not be written or distributed on Sunday. Emergency requests for checks must be approved by the Pastor and Trustee Chairman.**

All requests for **\$250.00 or more must be approved and signed by the Pastor prior to submitting to the Financial Secretary and reviewed/approved by the Chairman of the Trustee Board.** Unapproved payment vouchers will be returned. **Pastor will designate a signatory in his absence, if necessary.** (Please note: ministries cannot sign in the Pastors absence).

Please Note: We are still working on having a fillable electronic form, and electronic submission for pastor's signature. Our church membership will be notified as soon as the ability to submit electronically is confirmed.

The following information will assist you in completing your payment vouchers:

Voucher:

Your reimbursement is a voucher only if the receipts are attached.

Advance:

Your reimbursement is an advance if you are requesting an advance payment and no receipts are attached. **Original receipts must be submitted (within thirty (30) days) of voucher request.**

Date of Request:

The actual date you are submitting your request.

Amount Requested:

The amount of your check request.

Payee:

The person or company the check is to be made payable to.

Address:

Address of the payee (please include city, state and zip code). Must be obtained and completed to enter into data base.

Budget Information:

All requested budget information must be completed prior to submitting payment vouchers. Payment vouchers with incomplete/missing budget information will be returned. Please email Trustee Willie Martin for questions regarding ministry budgets.

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Description of Expenditures:

Provide a description of the purpose for the reimbursement or advance. The total of all items must equal the total of the amount requested at the top of the payment voucher.

Receipt(s) Attached:

Yes:

Only check yes if you have actually attached your receipts. You must submit the original receipts. Maintain a copy for your records. **Invoices that show an unpaid balance do not count as a receipt.**

No:

Check no, if receipts are not attached. (Submit within thirty (30) days of payment)

If you are submitting an electronic request, you will still need to provide a copy of your receipts with your voucher.

PLEASE ATTACH RECEIPTS TO THE BACK OF THE PAYMENT VOUCHER – NOT TO THE FRONT.

Effective immediately Ministries will not be issued additional checks if you have outstanding receipts that have not been submitted from previous check request(s).

Person Making Request:

The person who is completing the payment voucher is the person who signs.

Approval of Ministry President:

The ministry president must sign all payment vouchers for their ministry.

Approval by Pastor:

Pastor's signature is required for all payment vouchers of \$250.00 or more.

Approval by Trustees:

Chairman of Trustee Board must sign if \$250.00 or more. Financial Secretary will obtain Trustee Chairman's signature.

Ministry Name or Account:

***The ministry the funds are coming from or if it is a special designated account that funds are coming from.

NOTE: INCOMPLETE, UNAPPROVED, UNSIGNED PAPERWORK WILL BE DELAYED AND/OR RETURNED.

Revised 8/15/2023

NEW HOPE MISSIONARY BAPTIST CHURCH

P.O. BOX 386 / 23455 W. NINE MILE ROAD
SOUTHFIELD, MI 48037-0386 / 48033
(248) 353-0675

PAYMENT VOUCHER

VOUCHER



ADVANCE

Date of Request: _____

Amount Requested: _____

Payee: _____

Address: _____

20__ BUDGET INFORMATION

Approved Budget Revenue \$ _____

Year to Date Revenue \$ _____

Budgeted Expenses \$ _____

Year to Date Expenses \$ _____

Projected Budget Balance \$ _____

Year to Date Balance \$ _____

Description of Expenditure:

Amount:

\$ _____

TOTAL (MUST Equal Amount Requested)

\$ _____

Please Note: CHECK REQUESTS FOR \$250.00 OR MORE MUST BE APPROVED BY THE PASTOR AND THE CHAIRMAN OF THE TRUSTEE BOARD PRIOR TO SUBMITTING TO FINANCIAL SECRETARY.

Receipt(s) Attached: YES

NO

PLEASE RETAIN A COPY FOR YOUR RECORD

SUBMIT RECEIPTS THAT REFLECT "PAID IN FULL" TO THE BACK OF THIS VOUCHER PRIOR TO SUBMITTING FOR PAYMENT.

Person Making Request: _____

Approval by Ministry President: _____

Approval by Pastor: _____

(IF \$250.00 OR MORE)

Approval by Trustees: _____

(IF \$250.00 OR MORE)

Ministry or Account: _____

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