Christian Church
(Disciples of Christ) in Arizona

# Check Request and Reimbursement Process

The Regional office typically processes check requests, reimbursements, and invoices/bills once per week: Thursday in the early afternoon. Occasional exceptions can be made, particularly in situations where large amounts are involved, or expenses were unexpected. Please call the Regional office immediately when there is a need for an expedited request.

Once the Regional office processes the request, our bookkeeper may take up to one or two weeks to process the request and mail the check (from Indianapolis, IN). Rush requests are possible in a few scenarios. Contact the Regional office immediately if you expect the need for a rushed request.

Quick reference guide:

- All requests should be made to the Regional office prior to Thursday morning for submission that week. Except in unusual circumstances, any requests received after Thursday morning will not be processed until the following week.
- It may take several weeks for a check to reach the recipient - make requests as early as possible. In unusual circumstances rush requests can be made by contacting the Regional office.
- Honorariums to be paid for guests must be requested one month prior to the event to ensure that they are delivered back to the event coordinator to be handed to the guest at the event.
- If working with a contractor who is not incorporated a W-9 must be received from the contractor prior to payment. Contact the Regional office for details.
- The Region does not keep “petty cash” and we are unable to provide cash upfront for an event. Please contact the Regional office immediately if this is a concern.
- All requests require receipts or an invoice/bill to be paid.

General process for check requests or invoice/bill payment (please see below for specifics)

1. Obtain prior approval for expenditure from appropriate staff person or ministry leader
2. Submit the Check/Payment Request form, Mileage sheet, or invoice/bill payment **with all receipts** to the appropriate staff person or ministry leader (or for staff or ministry leaders, directly to Matthew Clark)

# Reimbursements:

## Staff Requests

**If the staff person has access to a Regional American Express Credit Card, this is typically the preferred method of payment.**

Request reimbursement using the “Check Payment Request form” (in English: Check Payment Request Form.pdf , en Español: Check Payment Request Form es.pdf ). It is to be submitted, with receipts (scanned copies are okay), to Matthew Clark at mclark@azdisciples.org. Requests without proper receipts will not be processed.

Reimbursements may be requested for items that the staff person has paid for using their own cash or debit/credit card in the process of completing their staff responsibilities or executing their program.

On the “Check Payment Request form” form the staff person should complete the following fields:

- From (including signature)
- Invoice Date
- Payee
- Address
- City, State, and Zip
- Date Needed
- Check Amount
- as many “Account Name” lines as needed
- purpose/description
- check the appropriate box related to delivery

**Incomplete forms will not be processed.** If at all possible keep to one total page (adjust spacing as needed). See a sample form included in this document.

Reimbursements that do not include a receipt may be paid to the employee (at the discretion of the Regional office), however it must be treated as income by the Region and the recipient including all applicable income and other taxes.

## Ministry Leader (Chairs or Co-Chairs) Requests:

Ministry leader reimbursement requests will be handled the same as staff requests with the following additional requirements:

1. Ministry leaders must keep regional staff informed of spending plans through annual ministry spending/budget plans. In the event of large unexpected purchases ministry leaders should check with staff prior to the expenditure.
2. Ministry leader requests cannot be approved and paid without receipts, or clear documentation showing that the amount has been paid.
3. Regional staff will have final oversight and will only approve reimbursement requests that have been prior approved, align with annual budgets, or the mission, vision, and practice of the Region.

## Volunteer Requests:

Volunteer reimbursement requests will be handled the same as staff requests with the following additional requirements:

1. Volunteers must obtain prior approval from the ministry leader for any purchase which they intend to have reimbursed.
2. Volunteers must submit their completed request form and receipts to the ministry leader for final approval. Ministry leaders will then submit that request with their approval to the Regional office.
3. Volunteer requests cannot be approved and paid without receipts, or clear documentation showing that the amount has been paid.
4. Regional staff will have final oversight and will only approve reimbursement requests that have been prior approved, align with annual budgets, or the mission, vision, and practice of the Region.

## Mileage - Staff

Staff may be reimbursed for mileage costs as allowed by the annual regional budget, or in the case of ministry staff, according the to spending plan in annual ministry budget/plans. Staff mileage will be reimbursed at the current Business IRS Standard Mileage Rates (https://www.irs.gov/tax-professionals/standard-mileage-rates).

Mileage reimbursement requests must be received on the appropriate Mileage form and are typically submitted the first week of each month for all mileage from the previous month. Each year staff should request a custom mileage spreadsheet from Matthew Clark (mclark@azdisciples.org).

Staff which have access to a Regional Owned Vehicle will not be eligible for mileage reimbursement except under circumstances where the regional owned vehicle is unavailable (typically when traveling or during an extended repair).

## Mileage - Volunteers

Volunteers may request to be reimbursed for mileage costs as allowed by the annual regional budget or according to the annual ministry budget or spending plan. Volunteer mileage will be reimbursed at the current Charity IRS Standard Mileage Rates (https://www.irs.gov/tax-professionals/standard-mileage-rates).

Mileage reimbursement requests must be received on the appropriate mileage form (https://drive.google.com/file/d/1ORWNSLdWa8nYZ9pBkTo_9JQAOKEj052a/view?usp=sharing) and must include the following:

- date for trip
- beginning mileage and ending mileage
- total miles for each trip, and total mileage for all requests on the form

Additionally each form must be signed and dated by the requester and signed by the ministry staff person (or chair in cases without a ministry staff person).

**Incomplete forms will not be processed.**

# Invoice/Bill Payments

## Staff/Ministry Leaders

Invoice and bill payments may only be requested by staff or ministry leaders. If you are a volunteer or ministry team member please work with staff or your chair/co-chairs as they will need to complete all invoice or bill payment requests.

In the event that services will be rendered and a bill or invoice will be generated, staff and ministry leaders will:

- obtain and send to the Regional office a detailed invoice or bill which includes the payee, their contact information (including address and phone number)
- send an email to Matthew Clark (mclark@azdisciples.org) with a request to pay the (attached) bill/invoice that includes the account name and number for the expense

Please note: often these scenarios include a contract to be signed prior to services being rendered. **All contracts must be signed by a regional staff person.**

# Arizona Convención Supplemental Information:

The Christian Church (Disciples of Christ) in Arizona Inc. and the Arizona Convención share a special relationship related to the use of funds in account numbered 0221. These funds, while held in trust by the Arizona Region, remain for the exclusive use and at the direction of the Arizona Convención. Within the boundaries of our practices, policies, procedures, and Generally Accepted Accounting Principles (GAAP) the Arizona Region will receive and release funds from account numbered 0221 at the discretion of the Convencion's La Mesa (or subsequent governing body).

The process for requesting reimbursement or invoice/bill payment will be the same as detailed above with the one exception.

**Approval of checks**

By default, the Region will only approve requests by the moderator of the Convención. At any time La Mesa Directiva may designate others (vice-moderator, treasurer, etc.) to approve requests by board action.

It is recommended that after each Asamblea and change of leadership, La Mesa Directiva review and approve all those who can approve requests. Include those decisions in the meeting minutes, and send those to the Regional office.