

Timothy Baptist Church
Policies and Procedures

Check Request and Issuance

- Checks will be issued within 2 weeks of request date. If it will be more than two weeks, the requestor will be notified.
 - When submitting a check request, it is important to keep a copy for your files. This will assist you and the treasurer's office in maintaining an accurate account of your ministry's activity and current balances.
 - In order for the request to be issued, the following should be completed
 - Name of Ministry
 - Payee
 - Proper explanation
 - Signature and contact info of both president/vice-president/chairperson and Treasurer
 - Backup (an invoice, purchase order or receipts)
- If the request is not completely filled out, it will be returned to the requestor and payment will be delayed.
- Wherever and whenever possible, look for vendors who will invoice the church and wait to be paid by check through the regular payment process. It is preferred to issue checks directly to vendors rather than to church members, so when possible please do so. If a request is made in such a fashion, it will be questioned and possibly delayed.
 - If a check is to be issued in advance, it must be accompanied by a reasonable estimate of the expense (purchase order, previous receipt, detailed listing of what will be purchased, etc).
 - It is necessary to return the actual receipt for the item(s) or services for which money has been received and any remaining funds not used.
 - **If receipts and or remaining funds are not submitted to the treasurer's office in a timely manner the ministry's account will be placed on hold and no further funds will be issued to that ministry until such receipts or remaining funds are received.**

IT IS AGAINST POLICY TO APPLY LEFT OVER FUNDS TO OTHER EXPENDITURES;
ALL FUNDS SHOULD COME THROUGH THE TREASURER'S OFFICE.

- Once the check has been issued, it along with the check request (now filled out with remaining balance info) will be placed in the ministry's box.

*Please remember that a lack of planning on your part does not
constitute an emergency on my part*