



## Financial Request Form

Please complete the form below, check the appropriate expense ministry, attach supporting documentation, i.e., packing slips, invoice, receipts, contract, etc. and obtain an authorization signature. All requests must be hand-delivered or emailed to [accounting@lightoftheworld.org](mailto:accounting@lightoftheworld.org) **by noon on each Thursday** to have a signed check for the upcoming Sunday.

**Expense Reimbursement** *all supporting documentation is submitted with the request.  
(A request for purchases or services that were paid by an individual.)*

**Advance for Purchases** *all supporting documentation is submitted after the purchase is complete.  
(Requesting money in advance prior to the purchase or service(s) being received. Receipts are submitted after the purchase)*

**Purchase Order** *Request for services to be performed & vendor will directly bill accounting via an invoice.  
(Informs the accounting office of a pre-approved purchase or services from a supplier. The supplier will send an invoice to the accounting office once the purchase/service is completed. The request is matched with the invoice for payment.)*

**Date of Request:** \_\_\_\_\_

**Request Submitted By:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Check Amount:** \$ \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Mail to Recipient**     **Pick-up in Count Room**  
*Checks picked up must be signed for.*

**Please provide date, purpose, the organization and/or activity:**

- |  |   |  |   |   |
|--|---|--|---|---|
| <p><b>Discipleship Ministry</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bible Study</li> <li><input type="checkbox"/> Children's Church</li> <li><input type="checkbox"/> Christian Ed</li> <li><input type="checkbox"/> Discipleship</li> <li><input type="checkbox"/> New Members</li> <li><input type="checkbox"/> Sunday School</li> <li><input type="checkbox"/> VBS</li> </ul>   | <p><b>Evangelism Ministry</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A-Team</li> <li><input type="checkbox"/> Emergency Outreach</li> <li><input type="checkbox"/> Food Pantry</li> <li><input type="checkbox"/> Prison Ministry</li> <li><input type="checkbox"/> Stephen Talley<br/>Community Garden</li> </ul>  | <p><b>Communications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communication Misc</li> <li><input type="checkbox"/> Light by Design</li> <li><input type="checkbox"/> Social Media</li> <li><input type="checkbox"/> Website</li> <li><input type="checkbox"/> Worship Planning</li> </ul> | <p><b>General Ministries &amp; Programs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Baby Dedication</li> <li><input type="checkbox"/> Bereavement Ministry</li> <li><input type="checkbox"/> Children's Ministry</li> <li><input type="checkbox"/> Christian Health</li> <li><input type="checkbox"/> Counseling</li> <li><input type="checkbox"/> Information Desk</li> <li><input type="checkbox"/> Love Marriage</li> <li><input type="checkbox"/> Men of Discipline</li> <li><input type="checkbox"/> Men's Ministry</li> <li><input type="checkbox"/> Pastor's Partners</li> <li><input type="checkbox"/> Prayer Warriors</li> <li><input type="checkbox"/> Sages</li> <li><input type="checkbox"/> Scholarship</li> <li><input type="checkbox"/> Singles Ministry</li> <li><input type="checkbox"/> Social Justice</li> <li><input type="checkbox"/> Summer Camp</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Ushers</li> <li><input type="checkbox"/> Women's Ministry</li> <li><input type="checkbox"/> Young Adults Ministry</li> <li><input type="checkbox"/> Youth Lock-In</li> <li><input type="checkbox"/> Youth Ministry</li> </ul> | <p><b>Worship &amp; Arts Ministry</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acolytes</li> <li><input type="checkbox"/> Children of Light Choir</li> <li><input type="checkbox"/> Dance Ministries</li> <li><input type="checkbox"/> Drama</li> <li><input type="checkbox"/> Golden Lights Choir</li> <li><input type="checkbox"/> <b>Media Ministry</b></li> <li><input type="checkbox"/> New Light Choir</li> <li><input type="checkbox"/> Praise Ensemble Band</li> <li><input type="checkbox"/> Voices of Light (VOL)</li> </ul> |
| <p><b>Administration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bldg/Grounds</li> <li><input type="checkbox"/> Bldg/Grounds Renovations</li> <li><input type="checkbox"/> Church Anniversary</li> <li><input type="checkbox"/> Communion</li> <li><input type="checkbox"/> Event Management</li> <li><input type="checkbox"/> Funerals</li> <li><input type="checkbox"/> Speaker (Honorarium)</li> <li><input type="checkbox"/> Ordinations</li> <li><input type="checkbox"/> Pastor Anniversary</li> <li><input type="checkbox"/> Pastoral Care</li> <li><input type="checkbox"/> Payroll - Additional</li> <li><input type="checkbox"/> Watchnight Service</li> </ul> | <p><b>Other (no budget)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Church Council</li> <li><input type="checkbox"/> Church Picnic</li> <li><input type="checkbox"/> Deacons</li> <li><input type="checkbox"/> Elders</li> <li><input type="checkbox"/> Facility Rentals</li> <li><input type="checkbox"/> Ministers</li> <li><input type="checkbox"/> Missions</li> <li><input type="checkbox"/> Outreach Projects</li> <li><input type="checkbox"/> Seed Faith Donations</li> <li><input type="checkbox"/> Seminars/Conference</li> </ul> |  |   |   |

**The signature below indicates authorization for the above Check Request.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**



## FINANCIAL REQUEST

## FORM PROCEDURES

### 1) For an Expense Reimbursement:

- Requestor prepares financial request form, checks the expense reimbursement box and attaches supporting documents.\*
- Requestor completes the remainder of the form indicating payee, amount, description, and ministry to be charged.
- Requestor forwards the financial request form and supporting documents\* to Authorizer of Financial Request form for authorized signature.
- Authorizer of Financial Request form forwards all documents to Accounting.
- Accounting generates check for count room signature(s).

### 2) For an Advance for Purchase:

- Requestor prepares financial request form, and checks the advance for purchase box.
- Requestor completes the remainder of the form indicating payee, amount, description, and ministry to be charged.
- Requestor forwards the financial request form and supporting documents\* to Authorizer of Financial Request form for authorized signature.
- Authorizer of Financial Request form forwards all documents to Accounting.
- Accounting generates check for count room signature(s).
- Requestor makes the purchase.
- Requestor returns supporting documentation\* to Authorizer of Financial Request form.
- Authorizer sends supporting documents\* to accounting to match to the Financial Request form.

### 3) For a Purchase Order:

- Requestor obtains a quote indicating the amount of the purchase from the vendor.
- Requestor prepares financial request form, and checks the purchase order box.
- Requestor completes the remainder of the form indicating payee, amount, description, and ministry to charge.
- Requestor forwards the financial request form and supporting documents\* to Authorizer of Financial Request form for authorized signature.
- Authorizer of Financial Request form forwards all documents to Accounting.
- Requestor makes purchase from vendor.
- Vendor submits invoice to Accounting for payment after services or purchases have happened.
- Accounting matches the Financial Request form and supporting documents\* to the invoice for payment.
- Accounting generates check for count room signature(s).

**\*Supporting documentation includes but is not limited to receipts, packing slips, quotes, invoices, contracts, etc.**