PAYMENT VOUCHER PROCEDURES

A payment voucher must be submitted in order to receive reimbursement or advances for ministry expenditures. All requests must be submitted to the Financial Secretary for reimbursement. Payment vouchers should be placed in the Financial Secretary mailbox. **Incomplete payment vouchers will be returned for completion. Pleases make sure all payment vouchers are signed by the ministry president, or designee.**

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. Payment vouchers less than $250.00 do not require pastor's signature, however, the budget information must be completed no matter the amount. **Pastor will designate a signatory in his absence, when necessary.**

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 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/Address:
The person or company the check is to be made payable to. The full address must be included (part of our 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. Please note: We are in the process of providing ministries with monthly budget reports.

Description of Project/Activity:
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 (original receipts are requested). 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.

Person Making Request:
The person who is completing the payment voucher is the person who signs.

Approval of Ministry President:
The ministry president (or designee) 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.

<u>**NOTE: INCOMPLETE, UNAPPROVED, UNSIGNED PAPERWORK WILL BE DELAYED AND/OR RETURNED.**</u>

Revised: 01/08/2025

NEW HOPE MISSIONARY BAPTIST CHURCH

PAYMENT VOUCHER

☐ **VOUCHER** ☐ **ADVANCE**

Date of Request:_________________________ Amount Requested:________________________

Payee:____

Address: ____________________________ City:____________________ St. ____________ Zip Code: ___________

Description of Project/Activity: **Amount:**

____ $ ______________________________________

____ ______________________________________

TOTAL (MUST Equal Amount Requested): $ ______________________________________

20 ___ INFORMATION
PROJECT/ACTIVITY
Is this project budgeted: ___ (Yes) ___ (No)

Year-to-Date Balance	$ ___________________________
Projected Revenue	$ ___________________________
Projected Expenses	$ ___________________________
Projected Balance	**$ ___________________________**

Please attach an explanation for any negative project balances

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

Receipt(s) Attached: ☐ YES ☐ NO

PLEASE RETAIN A COPY FOR YOUR RECORDS

SUBMIT RECEIPTS THAT REFLECT "PAID IN FULL" TO THE BACK OF THIS VOUCHER BEFORE SUBMITTING IT 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: ____

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