

UUFSD Policy and Procedure Document**Policy ID: 141****Title: Reimbursements and Check Requests**

Date Approved: November 21, 2010 by the Board of Directors

Updated December 20, 2016 by the Board of Directors

Updated October 24, 2020 by the Board of Directors

Purpose

To give the UUFSD staff and congregation guidelines for check requests and reimbursements for expenses paid on behalf of UUFSD, which will help ensure accurate recording of expenses in the accounting system.

Policy

To obtain reimbursement for an UUFSD related expenditure, an expense form must be completed and signed by the appropriate committee/program leader or staff member, and accompanied by supporting documentation, usually a receipt. Advance checks should be requested at least 10 days before they are needed. Reimbursement checks should be requested within 90 days of incurring the expense.

Procedure

To submit a physical reimbursement or payment form: Reimbursement/payment forms are available in the office. The person submitting the reimbursement or payment request is responsible for getting the appropriate authorizing signature. The authorizing individual is responsible for entering the appropriate account number for the expense (a list of account numbers is available from the Congregational Administrator or Treasurer). When an expense is to be charged to more than one account, the request must indicate the amount charged to each account. Attach the bills or receipts to the expense form and place the form in Congregational Administrator's "In" box.

To submit a digital reimbursement or payment form: The authorizing individual must send an email from their email address of record requesting reimbursement. This email will serve in lieu of an authorizing signature. The email must include the name of the person to be reimbursed or paid, their postal address, their email address or phone number, the account/s to be charged, and the amount/s to be charged. Attached scans or digital photos of the bills or receipts and email to office@uufsd.org.

The Congregational Administrator reviews the request for arithmetic, appropriate account, and authorization signatures. When correct, places the request in the Accounts Payable Folder which the bookkeeper processes on a weekly basis.

All efforts will be made to issue and sign checks within 10 calendar days of the request.