

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

Updated: February, 12, 2023 by the Board of Directors

Purpose

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

Policy

To obtain reimbursement for a UUFSD-related expenditure, UUFSD's online expense authorization form must be completed and submitted by the appropriate committee/program leader or staff member, and accompanied by supporting documentation, usually a receipt. The form can be found at <https://uufsd.org/forms/>.

If using this form is impossible in a particular instance, please speak to the Congregational Administrator about submitting a paper Expense Authorization Form.

Checks for honoraria may be requested using the same form.

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.

Instructions may be left in the online form as to whether to mail the requested check to the recipient or keep it in the office for pickup.

Procedure

The request is reviewed by the administrator and bookkeeper for arithmetic, appropriate account, authorization, and supporting documentation if apropos. When correct, the request enters the Accounts Payable queue 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.

Checks are signed by the treasurer. In the case that the treasurer is not available, any of the other authorized signatories on the checking account may sign checks.

Checks that are to be mailed are placed in stamped, sealed envelopes and dropped off at the post office.