SECOND BAPTIST CHURCH
RETURN OF FUNDS/REIMBURSEMENT
REQUEST FORM

Date submitted: _____ Ministry: _____

Chairperson Signature: _____

Amount: $ _____ Date needed: _____

Payable to: _____

Purpose: _____

Invoices / Receipts attached: _____

By what means: Refund ☐ Reimbursement ☐

Pastor Signature: _____

For Accounting Use Only

Check# _____ Issued by _____Date_____

Instructions for Using Return of Funds/Reimbursement Form

This form will be used each time funds from your Ministry are returned to be credited back to your Ministry or when proper receipts/invoices paid by person will be reimbursed to that person. Please obtain required approvals from chairperson beforehand.

- Complete form and leave it in Finance mailbox.
- Form should be filled in completely and only submitted by chairperson or designated person.
- Note clearly in detail the purpose of the request as in what's outlined in the budget.
- Only valid receipts/invoices within 30 days of purchase will be honored.

SECOND BAPTIST CHURCH
CHECK REQUEST FORM

Date submitted: _____ Ministry: _____

Chairperson signature: _____

Amount: $_____ Date needed: _____

Payable to: _____

Purpose: _____

By what means: Check ☐ Credit Card ☐

Pastor Signature: _____

For Accounting Use Only

Check # _____ Issued by _____Date _____

Please adhere to instructions for Using Check Request Form

This form will be used each time you have a need for funds by Check or Credit Card.

- Complete form and leave it in Finance mailbox.
- Form should be filled in completely and only submitted by chairperson or designated person.
- Note clearly in detail the purpose of the request as in what's outlined in the budget.
- Only valid receipts /invoices will be honored.

Oral request for a Check/Credit Card use without this form will not be honored. Only <u>Emergency</u> situations will void normal process.

SECOND BAPTIST CHURCH
CREDIT CARD USE

The Second Baptist Church Credit Card will be used only for Church related expenses, and not for personal use.

Signatures of member using card: _____

Date card received: _____

Date card returned: _____

Ministry Name: _____

Signature of Ministry Chairperson: _____

Date: _____

Card Name and Card last four # _____

Estimated amount to be spent _____

Purpose of card _____

_____

Card Administrator Signature _____

Date _____

Please adhere to instructions for Credit Card Request Form

- Complete form and leave it in Finance mailbox.
- Note clearly in detail the purpose of the request as in what's outlined in the budget.
- Only valid receipts/invoices within 30 days of purchase will be honored.

SECOND BAPTIST CHURCH
OVER-BUDGET/NON-BUDGET ITEMS
REQUEST FORM

Date submitted: _____Ministry: _____

Chairperson Signature: _____

Amount of Yearly Budget: _____ Amount Requesting: _____

☐ Non-Budget ☐ Over-Budget

Purpose: _____

_____

Payable to: _____ Date needed: _____

Chairperson Deacon Ministry: _____

Chairperson Trustee Ministry: _____

Approved amount if different: _____

Disapproved: _____

Recommendation: _____

For Accounting Use Only

Check # _____ Issued by _____ Date _____

Instructions for Using Over-Budget/Non-Budget Item Form

Adjustments to a ministry's budget may be necessary during the year for: unanticipated costs, new or changed program. This form is to be used for such purposes. Special considerations of such overage/non budget items will be funded only after reviewing the overall expense plan that of the program or event. This is not to be used for purchase requests, maintained by Trustees, that fall under Maintenance/Capital Expenditures. The chairpersons of the Deacon and the Trustee Ministry will discuss and review the request within (5) days of receipt forms. Both signatures are required before payment is disbursed. Pastor will be notified of the request and of the outcome.