

**PRAIRIE VIEW CHRISTIAN CHURCH
EXPENSE REIMBURSEMENT FORM**

DATE:

MAKE CHECK PAYABLE TO:

AMOUNT:

REASON FOR EXPENSE:

MINISTRY TEAM:

HAS MTL APPROVED THIS EXPENSE: yes _____ no _____

SIGNATURE:

PRINTED NAME:

COMMENTS:

EXPENSE REIMBURSEMENT POLICY

- 1.) Expenditure should be within the budgeted amount approved by the Admin Team for that area of ministry.
- 2.) Expenditure must be approved by the Ministry Team Leader (MTL)
- 3.) Requests for reimbursement should be made within 60 days of purchase.
- 4.) Reimbursements will be made within 10 dalendar days of request date.
- 5.) Any single item expense in excess of \$200 requires 14 calendar days notice and must include at least 3 estimates and requires 2 admin members approval. Please use a Sales Tax Exemption Certificate available from Admin Team.
- 6.) Any single item expense in excess of \$2000 requires 14 calendar days notice and must include at least 3 estimates and requires 4 admin members approval along with notification to the Elder Chair. Please use a Sales Tax Exemption Certificate available from Admin Team.
- 7.) Benevolence requests require 72 hours notice.
- 8.) Signature approval from ministry team leader will be requested on invoices billed directly to Prairie View.
- 9.) If funds are needed prior to purchase, submit this form stating the vendor's name and exact amount of purchase. Checks will not be made out to to the Prairie View member in this case. Receipt must be submitted within 7 calendar days of check date.
- 10.) Any exceptions to the reimbursement policy will need prior approval of the administration team.

Last Updated: 10/16/11