

# First United Methodist Church Gainesville, Florida

May 21, 2007

## Check Requisition and Writing Policy

### Overview:

To expend funds by check, a check requisition form must be completed and turned in to the Financial Secretary. Checks are normally written on Tuesdays and signed on Wednesdays.

- If it is for a reimbursement for an authorized expenditure, such as expenses during travel, a receipt must be attached to the requisition, and the requisition presented within two days of purchase or returning.
- If it is for a direct purchase, submit the requisition well before the purchase. A check will be written and signed and then can be picked up after 1:00 P.M. Wednesday. When the item or service is purchased, the receipt must be turned in to the Finance Secretary within two days.
- If the expenditure is for an item or service ordered for future delivery, a copy of the order should be attached to the requisition, if available and practical. The invoice/receipt must be given to the Financial Secretary within 48 hours of receipt.

### Requisition Forms

The appropriate color requisition form must be filled out for the fund from which the monies will be withdrawn. All forms are available in the front Office opposite the mail/distribution boxes.

The Fund/Colors are:

|                       |                        |
|-----------------------|------------------------|
| Budgeted Items – Blue | Special Ledger – Green |
| Master's Plan – Beige | Petty Cash – White     |

### Filling out the form:

**"Date, Pay to and Amount"** are self-explanatory.

**"Purpose/Description"** – a brief statement of what the expenditure is for.

**"Is this in the budget?"** – this is certification by the requestor and the approver that the item/service is appropriate.

**"Are funds available?"** – All requisitions are subject to availability of funds. The fact that funds appear in a given budget line item does not mean that money actually exists at any given time for the expenditure. The requestor and approver must insure that actual monies are available. The best source for this is the Financial Secretary.

**"Charge to Account"** – The requestor must identify the account budget line number to be charged.

**"Ordered by"** – Any member of the committee, ministerial or administrative unit responsible for the line item being charged may sign this line.

**"Approved by"** – This line must be signed by the Chairperson, Vice-Chairperson or Secretary of the above committee, or, if urgent and in their absence, by any ministerial staff. If within a ministerial or administrative unit a supervisor must sign. Authorizations may be made by fax, email or phone in unusual situations.

**NOTE:** Forms that are not completely filled out will be returned.

### Reimbursement from Petty Cash

If the authorized purchase is \$20.00 or less, you may fill out a Petty Cash Voucher for immediate reimbursement. This is a white form, similar to the Requisition Forms. The requestor will need to enter the **"Amount"**, **"Purpose"**, and **"Charge to Account"** on the form, submit as above, and sign for receipt of cash. Requests for **Budgeted Items** and **Special ledger** items must be made on separate forms. The requestor is responsible for insuring that the funds are available in the account being charged to reimburse the petty cash fund.