

# Check Request Policy

COFBC may allow church pastors, staff and select members to receive funds for purchases made on the church's behalf prior to the point of sale. However, the requesting member may be denied approval or be asked to repay all or part of the check amount received if the policy procedures are not followed. Therefore, the following guidelines must be followed when submitting and subsequently substantiating a check request form:

*(Please initial to the left of the guidelines where indicated and sign at the bottom.)*



- All fields on the Check Request Form must be completed. A current address should be given if the church does not have it on record or if it is not correct in the current COFBC Church Directory.
- Specify the department or event for which the purchase is being made (e.g. Praise & Worship ministry, Media ministry, Children's ministry, Men's ministry, Women's ministry, Marriage ministry, Missions/Outreach, Administration, etc).
- After filling out the Check Request Form, the item(s) and expected amount(s) to be spent must receive approval from the project/ministry coordinator, a designated member of the finance team, and the church administrator; all signatures must be obtained before any check will be considered. A person may not approve or sign his/her own form.
- If necessary due to time constraints, written communication (via email or text) with one of the above members indicating approval of the specific item(s) and expected amount(s) may serve in place of a signature. A record of this approval must be printed out and attached to the back of the Check Request Form at the time of submission.
- The COFBC Tax Exempt Certificate must be used for all purchases, as tax will not be factored into the expected amount to be covered. Please request a copy of this form *before* making your purchase. Should extenuating circumstances arise in which the vendor/store does not accept tax exempt status, exceptions may be made.
- If the check amount exceeds the actual amount spent and is substantiated by original itemized receipts, the member will be expected to remit the difference back to the church within 7 days of the date of purchase(s).
- If the check amount is less than the actual amount spent and substantiated by original itemized receipts, a reimbursement form containing the details of the purchase and the outstanding amount may be submitted for approval. This submission must be made within 30 days of the date the check was issued.
- Any and all original itemized receipts pertaining to purchase of materials or services covered by the check amount must be submitted to the finance team within 30 days of the date the check was issued. Incomplete receipts and an inability to substantiate appropriate use of the funds provided will result in the member being asked to pay back the amount that remained unaccounted for.
- Any items for personal use should be purchased separately and not included on receipts submitted for church records.
- All payments will be issued in the form of a check, unless otherwise deemed appropriate or necessary by church leadership.
- If the church has paid for equipment and/or items through the check request process, the equipment or other property will belong solely to Community of Faith Bible Church.

Under this reimbursement policy, the church will not report reimbursed amounts as taxable income on any Form W-2 or Form 1099 wage statement issued. Additionally, the person receiving the reimbursement should not report reimbursed amounts as income on Form 1040 and should not claim the expense submitted for reimbursement as expense deductions on Form 2106.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for serving Him!***  
***And thank you for helping us to be good stewards of the resources God has allotted to us!***