

The River Reimbursement Policy

General Guidelines

- Ministry leaders should stay within their fund budget when making purchases.
- Ministry leaders must seek approval from the Senior Pastor for single item purchases over \$300.
- Persons other than Ministry Leaders must gain approval from the appropriate Ministry Leader or Senior Pastor before making any purchases requiring a reimbursement.
- Persons requesting reimbursement should submit a completed and approved Reimbursement Request, with receipts attached, to the church office during normal business hours or before regular church services.
- Reimbursement Request forms, as shown below, are located in the Christian Education Office and in the secretary's box located at the upstairs and downstairs office doors.

The River Church of God Reimbursement Form

Date _____

| <u>Event</u> | <u>Department</u> | <u>Amount</u> |
|--------------|-------------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

TOTAL _____

REQUESTED BY

APPROVED BY
