

TO: ALL STAFF, COMMITTEE CHAIRS, & CONGREGATION

PROCEDURES FOR EXPENSE REQUEST, RECEIPT AND IMBURSEMENTS

To insure a transparent and smooth transition from the past to the future, the Vestry has voted to put in place certain requirements for expense requests and reimbursements.

The Dean (including Interim Dean) will hold an expense review meeting once a week. It can be an agenda item for a regularly scheduled weekly staff meeting or a separate meeting on its own.

1. All proposed purchases for the upcoming week (until the next scheduled meeting) under \$500 are to be reviewed to be approved or not approved.
2. The Dean has the authority to approve or not approve each expense item.
3. Each purposed expense item must be submitted using the "Expense Request, Receipt, and Reimbursement Form" as soon as possible. The form is available from the Church Administrator.
4. Expense items \$500 or larger must be submitted by the Dean to the Treasurer for review and then submitted to the Finance Committee and Vestry for approval.
5. This applies to all General fund and Designated fund request.

Once approved, submit the invoice and form to the Church Administrator for payment.

Tim Baker

Treasurer

March 16, 2021