

Johnston District Missionary Baptist Association

Form #1 - Request for Expense Reimbursement or Check Payment

(Please Attach Any Relevant Receipts and/or Documentation)

Make Check Payable To: _____

Payee Address: _____

Amount To Be Disbursed/Paid: _____ Is Request Budgeted: Yes: _____ NO: _____

Reason For Disbursement/Payment: _____

Requested By: _____
(Print Name) (Signature) Date

Approved By Auxiliary
President or Assoc. Officer _____
(Print Name) (Signature) Date

Check Issued By: _____
(Print Name) (Signature) Date

For Accounting Use Only

Budget Category : _____ Auxiliary: _____

Check #: _____ Check Date: _____

Revision Date: 12/18/2010

Johnston District Missionary Baptist Association
Check Disbursement/Payment Request Procedures

I. Introduction

The Association adopts a set of accountable procedures that calls for Disbursement or Reimbursement of those business expenses that have been properly approved by the JDMBA, Inc. The procedures are intended to help JDMBA Officers and members to properly submit a request form (Form #1), to receive a check without delay, and to honor planned, budgeted expenses. It is the responsibility of those who submit Form #1 to ensure that they fully comply with these procedures which have been approved by the JDMBA Budget Committee, Finance Committee, the Executive Committee, and the General Association Body.

Form#1 requests **for payment** should be submitted to the Finance Committee at least **2 weeks** prior to desired issue date.

Form #1 requests **for reimbursement** must be submitted to the Finance Committee **within 60 days** after the expense is incurred.

The Finance Committee or Budget Committee may withhold requests for payment or reimbursement if:

- a.** Form #1 is not properly completed and submitted in a timely manner,
- b.** The required supporting documents are not attached to Form #1,
- c.** Proper approval signatures are not affixed,
- d.** Requested Payment or Reimbursement is not budgeted or exceeds the budget.

II. Who can file a check request?

Any JDMBA Officer or Association Member who conducts a business transaction for the Association or one of its Auxiliaries may submit Form #1 as a requester.

III. To make a purchase

It is highly recommended for the submitter of Form#1 to check with the appropriate Auxiliary President or the Finance Committee before submitting Form#1 to make sure that the requested amount is budgeted before completing and submitting Form #1 to the Finance Committee.

IV. Disbursement approval procedure

1. Fill out the exact name, address, and phone number of the vendor or payee.

Note: Please avoid paying guest speakers or other expenses out of your own pocket. Please use Form#1 so that the Association can issue an association check to the recipient. Advanced planning is encouraged if prompt payment is desired.

2. If the requester is submitting Form #1 for a paid seminar, conference, or meeting, he or she must clearly identify the event and with a description. To submit Form #1 for meals and mileage, sufficient records documenting the business purpose, location, and attendees will be required in order to receive approval.

3. Attach original receipts and sufficient supplementary documents (invoices, statements, estimates) before acquiring all signatures on Form #1.

4. It is a requirement for each signee to both PRINT and SIGN his/her name.

Note: If actual purchase or disbursement amount exceeds the originally estimated amount, submit Form#1 for the difference. If the purchase amount is less than the cash advance amount, return the unused cash with Form #1 attached to actual invoices/receipts.