

Request for Purchase/Payment

The REQUEST FOR PURCHASE/PAYMENT is the standardize method to reimburse members of the parish and staff for expenses they have incurred. The Financial Secretary will generate a check when properly completed is submitted.

The request must be signed by the originator and authorized by the person responsible for the budget line item. I.e. the DRE if it involves Christian Education. The original sales slip or other documentation must accompany the request. Members of the same family or household cannot sign for authorizing and requesting on the form. The Financial Secretary is not authorized to approve any request.

If the person who would normally authorize payment is requesting reimbursement then the Treasurer will counter sign (approve) the request.

If the request is for a capital improvement the Project Manger must request the payment and the Treasurer approve.

Regular Monthly bills, gas electricity etc, do not require a request form.