

To: Vestry, Designated Committee Chairs, and Staff of St. Stephens Episcopal church

Cc: Rector

Subject: **CHECK REQUEST FORM 2021**

In accordance with the By Laws of St. Stephen's Episcopal Church, and in compliance with the procedures established by the national Episcopal Church and the Episcopal Diocese of Michigan for the sound financial control of church funds, the Vestry of St. Stephen's has authorized expenditure for approved items in its Annual Parish Budget. This authorization extends to funds which are available through the regular Operating Fund budget, as well as certain funds which are held in various Restricted Funds.

The general requirements for expense reimbursement include the following:

- 1) All expense requests must be signed by the Authorized Signatory for the expense category, as listed on the reverse side. These Authorized Signatories are either the respective Committee Chair, or the Vestry Liaison established by the Vestry.
- 2) Only submissions from an Authorized Signatory will be processed; all other submissions will be returned.
- 3) A printed receipt for expense reimbursement, or written bill from an approved vendor, must accompany this request.
- 4) Any expense request, of \$1,000 or greater, requires the approval and secondary signature of either the Senior or Junior Warden.

This Form can be submitted at the church office during regular hours, or via email to [bookkeeper@ststephenstroy.org](mailto:bookkeeper@ststephenstroy.org). Any electronic submission must also include a copy of the written documents (i.e. receipt or bill).

All approved expenses will be reimbursed/paid as soon as possible by the parish financial account, who will issue a check from our bank. Please note that such approval process, including check issuance, can take from 7-10 business days, so please plan accordingly.

Please feel free to address any questions regarding this procedure should be addressed to the Church Treasurer noted below.

*Philip D Pierce*

Treasurer, St. Stephen's Church  
313-319-6239 [treasurer@ststephenstroy.org](mailto:treasurer@ststephenstroy.org)

*Dave Stein*

Senior Warden, St. Stephen's Church  
[srwarden@ststephenstroy.org](mailto:srwarden@ststephenstroy.org)

**CHECK REQUEST FORM 2021**

Date: \_\_\_\_\_ Amount of Expense: \$ \_\_\_\_\_

From: \_\_\_\_\_  
Please print name of Authorized Signatory (below)

Please issue payment to:

Payee/Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

This expense request is for payment/reimbursement/advance of:

\_\_\_\_\_  
\_\_\_\_\_

This expense request should be charged as follows:

\$ Expense Amount	Fund Category	Authorized Signatory
	Altar Guild	Alice Moss
	Education, Adult	Paula Somerville, Rector, Warden
	Hospitality/Kitchen Fund	Alice Moss
	Maintenance/Building & Grounds	David Eldon, Joan Morgan, Justin Wojas
	Music	Sue Gore
	Office Supplies	Ami O'Neill
	Outreach	Kathy DeCiantis
	Pastoral Care	Miranda Spates
	Professional Reimbursement	Rector/Priest
	Rector's Discretionary	Rector/Priest, Phil Pierce
	Religious Supplies	Alice Moss, Ami O'Neill, Rector/Priest
	Supply Clergy	Rector/Priest, Ami O'Neill, Wardens
	Vestry/Convention Expenses	Rector/Priest, Wardens
	YACYM	Ken Fuhr, Rector/Priest
	Other/Misc.	Explain:

\_\_\_\_\_  
Authorized Signatory Signature\_\_\_\_\_  
Date Approved\_\_\_\_\_  
Warden Signature (For Expenses \$1,000.00 and over)\_\_\_\_\_  
Date Signed***Please place this completed and signed form, including all required receipts in Bookkeeper's Mailbox*****Philip Pierce, Treasurer  
Pam Bonkowski, Bookkeeper****Dave Stein, Sr. Warden  
Ken Fuhr, Jr. Warden**