

To: Vestry, Designated Committee Chairs, and Staff of St. Stephens Episcopal Church
Cc: Rector
Date: February 6, 2022

Subject: **CHECK REQUEST FORM 2022 (aka GREEN SHEET)**

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 controls of church funds, the Vestry of St. Stephen's must authorize all expenditures 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 Designated Funds.

The requirements for expense reimbursement include the following:

- 1) **This form must originate from, and be signed by, the Authorized Signatory** for the expense category, as listed on the reverse side. Authorized Signatories are either the respective Committee Chair, or the assigned Vestry Liaison established by the Vestry for the current year.
- 2) **The Authorized person CANNOT also be the Payee.** Any authorized person seeking reimbursement must have a warden sign as the authorized signatory.
- 3) **Only submissions from an Authorized Signatory will be processed,** all other submissions will be returned.
- 4) **A original receipt for expense reimbursement, or written bill from an approved vendor,** must accompany this request.
- 5) **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 by mail to the Treasurer at the church office. In urgent circumstance, electronic submissions of this Check Request form plus PDF copies of the supporting documents may be submitted to treasurer@ststephenstroy.org with a copy sent to srwarden@ststephenstroy.org

All approved expenses will be reimbursed/paid as soon as possible by the parish financial account, who will issue a check from our parish 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 Treasurer noted below.

Philip D Pierce

Treasurer, St. Stephen's Church
 313-319-6239 treasurer@ststephenstroy.org

Dave Stein

Senior Warden, St. Stephen's Church
srwarden@ststephenstroy.org

CHECK REQUEST FORM 2022

Date: _____ Amount of Expense: \$ _____

From: _____

Please print name of **Authorized Signatory** (below)Please issue payment to: **(ALL lines must be fully completed)**

Payee/Vendor: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____

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

Please add complete explanation here.

This expense request should be charged as follows:

\$ Amount	Fund Category (please check one)	Authorized Signatory
	Altar Guild/Flowers: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	Alice Moss, Wardens
	Adult Education: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	Susan Russell, Wardens
	Bldg. & Grounds: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	D. Eldon, J. Wojas, M. Brokenshire, Wardens
	Communication: Operating <input type="checkbox"/>	Dave Stein, John Morley, Wardens
	Hospitality: Operating <input type="checkbox"/> // Kitchen <input type="checkbox"/>	Alice Moss, Joan Morgan, Wardens
	Music: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	Sue Gore, Wardens
	Office Supplies: Operating <input type="checkbox"/>	Ami O'Neill, Priest
	Outreach: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	Dave Stein, Wardens
	Professional Reimbursement: Operating <input type="checkbox"/>	Priest, Wardens
	Religious Supplies: Operating <input type="checkbox"/>	Alice Moss, Ami O'Neill, Priest, Wardens
	Supply Clergy: Operating <input type="checkbox"/>	Ami O'Neill, Wardens
	Vestry/Convention: Operating <input type="checkbox"/>	Priest, Wardens
	YACYM: Operating <input type="checkbox"/> // Designated <input type="checkbox"/>	Don Ingersoll, Jackie Ingersoll, Wardens
	J2A: Designated <input type="checkbox"/>	Jackie Ingersoll, Wardens
	Other (explain):	Wardens

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 original receipts in Bookkeeper's Mailbox