

To: Vestry, Designated Committee Chairs, and Staff of St. Stephens Episcopal Church
Cc: Priest
Date: February 3, 2024

Subject: CHECK REQUEST FORM 2024 (aka "Green" Sheet)

In accordance with the By Laws of St. Stephen's Episcopal Church, and in compliance with the procedures established by the Episcopal Diocese of Michigan for the sound financial controls of church funds, only the Vestry of St. Stephens may authorize expenditures from the Parish Budget. This authorization includes funds which are available through the regular Operating Fund budget, as well as certain funds held in various Designated Funds.

Only Vestry members, or specifically assigned Committee Chairs, can authorize expenditures. Authority can be granted to named staff for administrative purposes.

The requirements for expense reimbursement include the following:

- 1) This form must originate from, and be signed by, an Authorized Signatory for the expense category.
- 2) The Authorized person CANNOT also be the Payee. Any authorized person seeking personal reimbursement must have a warden sign as the authorized signatory.
- 3) Only submissions from an Authorized Signatory will be processed, all others will be returned.
- 4) An original receipt for expense reimbursement, or written bill from an approved vendor describing the service or products being billed, 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 church office. In urgent circumstance, electronic submissions of this Check Request form plus PDF copies of the supporting documents may be submitted to bookkeeper@ststephenstroy.org with a copy sent to treasurer@ststephenstroy.org

All approved expenses will be reimbursed/paid as soon as possible by the parish financial accountant, 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.

Phil Pierce

Treasurer, St. Stephen's Church
(313) 319-6230
treasurer@ststephenstroy.org

Scott Armstrong

Senior Warden, St. Stephen's Church
(248) 641-8080
srwarden@ststephenstroy.org

CHECK REQUEST FORM 2024

Date: _____ **Amount of Expense: \$** _____

From: _____
Please print name of **Authorized Signatory** - (SEE APPROVED LIST BELOW)

Please issue payment to:

Payee/Vendor: _____
CANNOT BE SAME AS AUTHORIZER ABOVE

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 circle one)	Authorized Signatory
	Altar Guild/Flowers: Operating // Designated	Alice Moss, Wardens
	Adult Faith: Operating // Designated	Susan Russell, Wardens
	Bldg. & Grounds: Operating // Designated	Mike Brokenshire, Dave Eldon, Wardens
	Celtic Service: Designated	Parish Admin., Wardens
	Communication: Operating	John Morley, Wardens
	Hospitality: Operating // Kitchen	Anne Williams, Wardens
	Mission Development: Designated	Wardens
	Music: Operating // Designated	Sue Gore, Wardens
	Office Supplies: Operating	Parish Admin., Wardens
	Outreach/RAH: Operating // Designated	Miranda Spates, Joan Morgan , Wardens
	Prof. Reimbursement: Operating	Wardens
	Religious Supplies: Operating	Parish Admin., Wardens
	Supply Clergy: Operating	Parish Admin., Wardens
	Vestry/Convention: Operating	Wardens
	YACY/J2A Operating // Designated	Scott Armstrong, 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