

## Pine Ridge Bible Church Check Request

Check to: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Request By: \_\_\_\_\_

Description	Account No.	Amount

Pre-approved Amount: \_\_\_\_\_

Expense Total: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Check No. \_\_\_\_\_

\*All Expenses must be pre-approved by the Deacons. See back of page for more information.

## Pine Ridge Bible Church Check Request

Check to: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Request By: \_\_\_\_\_

Description	Account No.	Amount

Pre-approved Amount: \_\_\_\_\_

Expense Total: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Check No. \_\_\_\_\_

\* All expenses must be pre-approved by the Deacons. See back of page for more information.

Expenditure of Funds Policy:

1) Funds should only be spent after the completion of a requisition. For funds to be reimbursed, a person spending funds will need the approval of the person in charge of that section of the budget through the requisition process. Expenditures that don't receive prior approval run the risk of not receiving reimbursement.

2) All expenditures of \$500 or more, must have approval, by majority vote (at least four members), of the Deacon's Board. In the event of an emergency, attempts should be made to contact all members of the Deacons' Board (preferably by texting to allow all members to see each others' opinions on the matter).

3) Expenditures under \$500.00 must have approval of the person in charge of the given line item to purchase the item/service. Pre-approval can be given with a maximum not to exceed \$500.00.

4) The payment of utility bills and payroll will not need to be approved through this policy.

Expenditure of Funds Policy:

1) Funds should only be spent after the completion of a requisition. For funds to be reimbursed, a person spending funds will need the approval of the person in charge of that section of the budget through the requisition process. Expenditures that don't receive prior approval run the risk of not receiving reimbursement.

2) All expenditures of \$500 or more, must have approval, by majority vote (at least four members), of the Deacon's Board. In the event of an emergency, attempts should be made to contact all members of the Deacons' Board (preferably by texting to allow all members to see each others' opinions on the matter).

3) Expenditures under \$500.00 must have approval of the person in charge of the given line item to purchase the item/service. Pre-approval can be given with a maximum not to exceed \$500.00.

4) The payment of utility bills and payroll will not need to be approved through this policy.