

HANDLING FUNDS FROM YOUR EVENT

- 1) Collect and organize cash and checks.
- 2) Summarize and total the amount collected, put your contact info on the summary sheet.
- 3) Indicate which account deposit should be made to.
- 4) Make a copy of your summary.
- 5) Give summary and cash/checks to Office Staff for deposit.

REQUESTING REIMBURSEMENTS

- 1) Gather your **receipts**, organize them and bring them to the Office.
- 2) Fill out a **voucher** form and **attach** receipts.
- 3) **Sign** (or have Committee Chair sign).
- 4) Place in orange "Vouchers" **folder**.
- 5) Check will be run and you'll be notified when it is ready to pick up, generally the following week or 10 days. Check will be placed in your committee's LSC mailbox or in the "Holding for Pickup" mailbox. Checks can be mailed if you prefer.

Here's what a voucher looks like (also available in the Church Office) – You complete the highlighted items:

REQUEST FOR PAYMENT	
Please attach receipts to back	
From _____ (Account)	Today's Date _____
Pay To _____	Invoice/Acct # _____
For _____	Amount _____
	_____ Authorized Signature (for example, Committee Chair)
PAID: Date _____	
Check # _____	