

# Jones Memorial United Methodist Church

Rev. Staci W. Current, Senior Pastor

## EXPENSE REQUEST PROCEDURE/POLICY

- ✿ Expense Requests (“ER”) must be submitted to the Finance Committee at least 45 days before the date of your calendared event. Late requests *may* be considered, but run the risk of being denied.
- ✿ Requests must be approved by the associated Administrative/Ministry Area chairperson prior to submission to Finance. The Committee will not consider any Expense Request that has not been approved by the associated Administrative/Ministry Area chair.
- ✿ ER decisions will be made in light of the Church’s ministry mission and spending plan as well as available funds. **Note:** whenever possible, ER checks will be made payable to the vendor rather to the member submitting the Expense Request.
- ✿ Receipts for all funds disbursed for a calendared event must be submitted to the Finance Committee within 14 days after the completion of the event. If the requestor fails to submit receipts, s/he will be barred from requesting funds for a period of one (1) year.

**Contact(s):** Treasurer (treasurer@jonesumc.com)  
Finance Chairperson (finance@jonesumc.com)

*Making Disciples of Jesus Christ for the Transformation of the World*