

United Methodist Church of Chugiak
PO Box 670909, Chugiak, AK 99567

Purpose: To establish policy for REIMBURSEMENT from the general operating fund.

Roles and Responsibilities: Committees and individuals shall present appropriate documentation to the Treasurer to gain reimbursement.

1. Appropriate documentation may include but is not limited to receipts, invoices, and purchase orders. The Treasurer shall not reimburse without documentation.
2. Permission to purchase budgeted items must be obtained from the committee chair prior to purchase to guarantee reimbursement.
3. A determination of the purchased item(s) shall be made, as budgeted, or non-budgeted.
4. If documentation is lost, or not available, the committee or individual seeking reimbursement will write a letter requesting reimbursement that explains, in detail, the purpose and cost. The Finance Committee shall approve/disapprove the request.
5. Notification shall be made to the Treasurer in either case and the letter then serves as documentation after approval/disapproval.

Routing

1. Finance Committee
2. Administrative Council