



Overview

A Check Reimbursement Form is to be used when requesting

- Reimbursement
- Advance payments
- Scheduled payments to vendors

-Volunteer- Reimbursement Process

→ All Check Requests should be submitted using the St. George's Check Requisition Form, completed in its entirety

Must include:

- A **signature of approval** by the designated Vestry Member
- **Vendor information:** phone number, contract number, and any supporting documentation for events that require a credit card payment
- **Original receipts** or invoices from the professional service provider stating the services or items (to be) rendered, recipient contact information, date of expense, and/or services, invoice number, and total expense amount

→ Check Requisitions should be sent electronically (email) to your designated Vestry Member for their signature

- The subject line should read:

Check Reimbursement Form - *Your name - *Date

→ Once the completed Check Reimbursement Form is submitted to the Vestry Members, **no more action is required by the volunteer requesting reimbursement**

→ Once approved, submissions to Bill.com will be made **by Vestry Members**

→ The Bookkeeper will then review the Check Reimbursement Form

→ Reimbursements will be mailed to the home address or deposited electronically based on the designation indicated on the Check Reimbursement Form

- **Electronic deposit** requires the vendor/volunteer to enter their banking information into Bill.com. If Bill.com does not have banking information, a check will be **mailed**
- You may check the status of your request if you have a Bill.com account

For questions or concerns, contact Jenice Jones-Porter, Director of Operations at:

jjonesporter@saintgeorgeschurch.org





Where to find The Check Requisition Form

A Check Reimbursement Form can be found:

- The Check Requisition Form is [linked here](#)
- The Volunteer Room in a mailbox marked "Check Requests" below box number 43
- Linked in Dragon Bytes

Timeline

- Once the fully approved check request with appropriate receipts has been emailed to Bill.com, payments will be issued within **2-3 weeks**. This process varies in length depending on:
 - The request is for a paper check or an electronic transfer
 - The day of the week that the check request is submitted

-Vestry Members- Process Instructions

- **Regularly check your email for request forms**
If you are not used to checking your email, you might consider sharing your phone number so volunteers can text you to let you know a request is waiting for you in your inbox.
- Ensure the Request Form is completed in its entirety
Approve or suggest edits to the form within 48 hours of receiving the request
- Once approved, within **48 hours**, submit the form to Bill.com through:
 - The church's **copier** (the bill.com email is saved on the copier)
 - Or email directly to **saintgeorgeschurchap@bill.com**.
- Email the requesting volunteer to let them know their request has been sent- including the day and time the form was sent to Bill.com
- The Check Requisition Form will then be reviewed by the Bookkeeper and the "Check Signers". Any questions will be directed to the contact noted on the Check Reimbursement Form

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