

St. James Alpharetta  
3000 Webb Bridge Road  
Alpharetta, GA 30009

Rev. Dr. Gregory S. Williams, Sr. Pastor

Rev. Jacquelin Ratliff, Associate Pastor

Rev. Tavares Stephens, Associate Pastor

## REQUISITION REQUEST FORM

(Please Print/Type Legibly)

Dept/Ministry: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

Requested By: \_\_\_\_\_

Payee Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advance  Vendor

Reimbursement  Credit Card

Honorarium – (must complete W-9)

Benevolence  Donation

### PURPOSE/USE OF FUNDS

Detail Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SPECIAL INSTRUCTIONS

Budgeted: \_\_\_\_\_ \*Non-Budgeted: \_\_\_\_\_

\*If requested amount is not part of your approved budget, please attach explanation and rationale to justify allocation of the requested funds. Non-Budgeted requests need Finance Dept. approval prior to disbursement of funds.

Check Disposition: \_\_\_\_\_

Return to Requestor \_\_\_\_\_ Mail \_\_\_\_\_ Hold \_\_\_\_\_

### APPROVAL

\_\_\_\_\_  
Church Administrator

\_\_\_\_\_  
Ministry Chairperson

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Trustee Chairperson

Note: Attach a copy of all receipts that support the request for funds, ensure correct mailing address of payee, and retain a copy of this for your records. If requesting a cash advance, please return all receipts along with unused cash within **SEVEN** days after the event.

Finance dept. use only

Vendor #: \_\_\_\_\_

Account Code: \_\_\_\_\_

# PROCEDURE

A Requisition Request Form must be completed and submitted to reimburse a Church member for expenses already made on St. James behalf or to have a check sent to a vendor.

1. Get a new copy of the editable Requisition Request Form by download from the St. James website – [www.stjamescca.org](http://www.stjamescca.org). Click on the CONTACT→REQUEST tab. Page two of the form contains the Procedure & some Policies that must be followed.
2. Complete the information requested in its entirety, including “Check Disposition”.
3. Number each receipt and write a brief explanation on the back. If you are requesting a check to be sent to a vendor, please attach a copy of all relevant documentation (ex. Invoice, request for deposit, etc.).
4. The Requisition Request Form and all documentation, including the Pre-Approval email from the Treasurer, must be scanned into Image Freeway, as one document, so that the Ministry Chairperson can approve it.
5. **Ministry Chairperson APPROVED** Requisition Request Forms are due in Image Freeway no later than 12 NOON every Wednesday for processing.
6. Based on the “Check Disposition” method indicated on the Requisition Form, checks will be placed in the appropriate Ministry mail box or mailed out on Thursdays, after 1PM.

# POLICY

1. **All spending requires pre-approval from the Treasurer. Especially for a Ministry that has depleted their total budgeted funds.**
2. Funds from one ministry can not be used to fund expenditures in another ministry, unless approved by the Church Treasurer.
3. All Requisition Request for Honorariums must be accompanied by a W-9 Form (this form can be obtained from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>). Have the individual fill out the first page and sign the form. The Senior Pastor must approve ALL speakers in advance of the event.
4. Only on rare occasions is a cash advance granted. If one has been approved/granted, all receipts along with the unused cash are due in the Finance Office within **SEVEN** days after the event. Failure to submit receipts and or cash due back may result in no further cash advances being disbursed for your ministry. **There can only be one cash advance outstanding at a time.**
5. Maximum request for a cash advance is \$400, unless approved by the Treasurer for a higher amount.
6. Funds may not be used for Ministry Christmas celebrations or parties.
7. **ALL CONTRACTS INVOLVING THE CHURCH MUST BE SIGNED BY THE TRUSTEE CHAIR. UNDER NO CIRCUMSTANCE SHOULD A CHURCH MEMBER, OTHER THAN THE TRUSTEE CHAIR, SIGN ANY CONTRACT. THIS INCLUDES ALL OUTSIDE CONTRACTORS. ALL CONTRACTS WITH OUTSIDE CONTRACTORS SHOULD BE SIGNED AND LIABILITY INSURANCE VERIFIED BEFORE ANY WORK IS STARTED. No funds will be issues unless the contracts are properly signed.**
8. **ALL OUTSIDE ORGANIZATIONS WANTING TO RENT / USE CHURCH FACILITIES MUST SHOW PROOF OF VALID LIABILITY INSURANCE. THE TRUSTEE CHAIR MUST APPROVE THE ORGANIZATIONS INSURANCE COVERAGE. WITHOUT VALID INSURANCE COVERAGE, THE CHURCH FACILITY SHOULD NOT BE RENTED.**