

Payment Request and Reimbursement Procedure

Westworth United Church

Finance Committee

The objective of this procedure is to ensure the timely payment of supplier invoices and prompt reimbursement of expenses. This can be achieved if all required information and documentation is received with the requisition and by scheduling a time in order to process payments and obtain required signatures.

1. Required Documentation

Cheque Requisition Forms are available at the mail boxes in the photo copier area of the church or on our webpage at [Westworth.ca](http://westworth.ca) in the Forms section under the Documents tab, (<http://westworth.ca/wp-content/uploads/2022/04/220425-Cheque-Requisition-form.pdf>)

The Cheque Requisition Form must be filled out with the following information:

- a. Name of the payee
- b. Total amount to be paid
- c. Total GST incurred
- d. Brief Description of the expense
- e. Committee that the expense belongs to
- f. Signature of Committee head approving the expense – **Obtaining the signature is the responsibility of the person submitting the requisition.**
- g. Corresponding invoices or receipts attached

2. Submission Process

Submit all paperwork to the office. If the office is closed, please place in the outside mailboxes at the front and back doors of the church. Payments or reimbursements will only be made by cheque, never cash, and will be processed twice per month as per the following schedule:

Submission and Reimbursement Schedule

Submit Requisition By	Reimbursement Cheque Ready By
<ul style="list-style-type: none">• Second Monday of the Month	<ul style="list-style-type: none">• Second Friday of the Month (End of Day)
<ul style="list-style-type: none">• Fourth Monday of the Month	<ul style="list-style-type: none">• Fourth Friday of the Month (End of Day)

If you require additional information or assistance, please contact the office at 204-489-6974
or email: office@westworth.ca