

## **CrossWay Church Purchase & Reimbursement Policy:**

**General Purchase and Reimbursement Rules:** The rules are created to guard against misconduct.

- ◆ All purchases need prior approval from the the budget category director (see list below).
- ◆ All expenditures over \$250 or above the allocated yearly budget will also require deacon approval.
- ◆ Receipts should be turned in within 30 days but no later than 60 days. This ensures we have an accurate handle on our expenditures.

**Reimbursement Form Instructions:** This form and process ensures only proper expenditures are reimbursed.

- ◆ Fill out all of the contact information so that our treasurer does not have to hunt down this information.
- ◆ Fill out a row for each receipt. If you purchased items from more than one category in a single receipt. We ask that you split the receipt up and fill out multiple rows.
- ◆ Please choose the best category that best fits your purchase from the list below.
- ◆ Get budget categories director's signature. This is required. You will not be reimbursed without their approval (signature).
- ◆ Please attach all the original receipts with this expense form. We ask that you submit them within 30 days but no later than 60 days so that we have an accurate handle on our expenditures.
- ◆ Scanned copies of this form and the original receipts can be emailed to Summer Kerr at [treasurer@crosswaychurchwa.com](mailto:treasurer@crosswaychurchwa.com)

**Budget Categories:** The following are the main and sub categories of each budget area. The first name listed is the main budget director whose signature is required. The second name listed is the deacon alternative. They can be used if the director is temporarily unavailable or if the director is the one submitting the reimbursement form.

◆ **Building Maintenance: Devin Bowen / Brian Zylstra**

- Cleaning Supplies
- General Maintenance
- Special Projects

◆ **Education: Jeff Cutter / Chris Walker**

- Jr Church
- Nursery
- Small Group
- Youth Group

◆ **Fellowship Supplies: Devin Bowen / Chris Walker**

- Dinnerware
- Food & Drinks

◆ **Office Supplies: Brad Vos / Chris Walker**

- Paper Supplies
- Printer Supplies
- Technology

◆ **Outreach: Jeff Cutter / Brian Zylstra**

- Events
- Publicity

◆ **Pastor's Continuing Education: Brad Vos / Chris Walker**

◆ **Worship: Brad Vos / Brian Zylstra**

- Communion Supplies
- Technology
- Worship

**CrossWay Church Reimbursement Form:** To request a reimbursement, please read the rules (Purchases that do not meet these rules will not be reimbursed), complete this form, attach all receipts & submit to our treasurer ([treasurer@crosswaychurchwa.com](mailto:treasurer@crosswaychurchwa.com)). If you purchased items from more than one account category in one receipt, split it up into two different line items and get authorization from the each category's director. See back side for more info.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date:	Store:	Reason for Purchases:	Account to Charge: (list on other side)	Director's Authorization:	Amount:
Internal Use Only: Amount: _____ Check: _____ Date: _____				<b>Total:</b>	