Check Request Policy

1. A check request form must be completed for every expenditure. Blank forms are located in the Check Request folder outside the Minister's office.

2. The person filling out the check request form is responsible for having the Treasurer or Other Board Designated Person (OBDP) authorize the expenditure of funds by adding his/her initials to the proper place on the form. The Treasurer/OBDP will then place the Check Request in the Administrators Folder located outside the Minister's office.

3. The Treasurer examines/authorizes expenditures once a week. (Usually Sunday after service). The Administrator will have an up-to-date unpaid bills detail report available in the Administrator's office for said purpose.

4. The Administrator will write the authorized checks on Monday. The Administrator will then call designated check signors, who should have the checks signed Monday night or Tuesday morning.

5. No checks will be written without the proper check request form and the Treasurer's authorization. This includes manual checks. This does not include payroll or tithe checks. The Administrator is authorized to approve and write payroll and tithe checks.

6. If requested, a check request form can be submitted electronically to the church's email address: unitedlifechurchokc@hotmail.com. The administrator will obtain appropriate authorization in this case.

See Check Request Form for download.