

## **Trinity's Voucher Reimbursement Procedure:**

If you purchase something for your ministry and would like to be reimbursed, please follow the steps below for the quickest way to receive your reimbursement.

1. Fill out a voucher – Vouchers are available in the bottom right drawer of the Church Secretary's credenza in the church office. Fill in the following:
  - a. The name and address of the person to be reimbursed
  - b. The amount to be reimbursed
  - c. A description of what was purchased
  - d. The date the voucher is being submitted
2. Attach original or copies of any receipts, packing slips or other paperwork related to the purchase.
3. Give the completed voucher with paperwork to the member of the Ministerial Staff that advises your ministry board (Pastor Italiano, Pastor Bentz or Staff Minister Mark Blauert) for approval. Approval via email is accepted. Please print and attach the email with approval to the voucher and other paperwork. If you are unable to get approval from a member of the Ministerial Staff or if you are uncertain who it is, please contact the Church Secretary, Helen Blauert, and she will assist in getting the approval.
4. Once the voucher has been approved it can be placed in the "Bills and Vouchers" folder in the bottom right drawer of the Church Secretary's credenza in the church office or the Bookkeeper's mailbox.

### **Items to Remember:**

- Reimbursement checks are processed twice a month: the 15<sup>th</sup> and end of the month.
- The deadline for submitting a completed and approved voucher is as follows:
  - 15<sup>th</sup> of the month – voucher must be approved and turned in by the 10<sup>th</sup>.
  - End of the month – voucher must be approved and turned in by the 25<sup>th</sup>.

If you have any questions about the reimbursement process feel free to contact Trinity's Bookkeeper, Amanda Latzke, and she will be more than happy to help!

Amanda Latzke

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