

Eastminster Presbyterian Church Request for Disbursement Process (Pink Slip)

A completed Request for Disbursement form (Pink Slip) is required for all disbursements for Eastminster's checking account with the exception of payroll and utility bills.

1. It is the responsibility of the elders and/or head of staff to initiate the request for disbursement.
2. The Request for Disbursement form must be completed in full. It is not the responsibility of the bookkeeper to guess about any blank line. Any incomplete forms will be returned to the Elders' or Head of Staff mail box for completion.
3. Only current sitting elders, officers, head of staff, and Treasurer are permitted to sign request for disbursement forms. It is good practice that elders sign request for disbursement forms for their own ministry and/or committees.
4. An elder or officer cannot sign a request for disbursement if the payment will be made to the same elder or officer.
5. Payment and/or reimbursement of invoices and bills are to be timely.
 - Check your mail box AT LEAST once per week.
 - While at the office checking your mail, take the time to fill out the Request for Disbursement form. There are forms and a budget account list near the mail box.
 - Check the due date on invoices and fill out the form in time to allow payment by the due date. Late fees do not help the credit rating of Eastminster. Any late fees will be charged against the respective ministry's budget.
6. Charges made to account vendors, e.g. Giant, Weis, are paid from invoice. Signed receipts must accompany the Request for Disbursement form. In the case where several ministries use the same vendor, complete a Request for Disbursement form for the receipts and describe that they should be held to match with the vendors' invoice.
7. Use of Eastminster Presbyterian Church corporate credit cards is with permission only. A copy of an on-line purchase receipt must be signed by the elder or staff and given to the finance department along with a completed request for disbursement form so the charge can be verified on the monthly statement. In-person purchases with the corporate credit card are to be handled the same way.

In the case of payroll, the payroll contractor provides the disbursement details based on the administrator's hourly and/or salary report input.

In the case of utility (gas, water, sewer, electric, telephone) invoices and/or charges, the Buildings and Grounds (FMC) elder and/or assignee are required to review and sign the invoice which is automatically debited from the checking account.