

## Salado United Methodist Church

### Expense Approval Process – Effective February 1, 2010

In order to ensure that we practice good stewardship of our church resources, the following process will be followed regarding all church expenditures.

1. All expenditures of church money must be approved in advance by the Senior Pastor or his appointed alternate(s).
2. Approvals are to be submitted using the approved form to Tammye Bass (SUMC Secretary), or submitted via the church website form in advance of making the expenditure.
3. The expenditure shall not be made until approved by the Senior Pastor.
4. Expenses paid by members using their own money do not need to be approved in advance. Reimbursement may be requested using the expense form. However, reimbursement of expenses paid by an individual is subject to approval by the Senior Pastor – and is not guaranteed unless prior approval for the expense was requested and received.
5. Expenses which are not known exactly may be estimated.
6. Expense approvals will be made in a timely manner but be sure to allow sufficient time for requesting and receiving approvals.
7. Only expenses which have been pre-approved may be charged to the church credit card or put on the house account with our various vendors. Receipts for those transactions must be submitted to the Church Secretary within 2 business days of incurring the expense (in person or via fax)
8. Exceptions to this process include:
  - a. expenses totaling less than \$100.00
  - b. expenses drawn on established church ministry funds (e.g. Methodist Men, Methodist Women, etc.). Any expenses drawn on those accounts are subject to the approval process as developed by that ministry's Treasurer.

If you have any questions please contact Tammye Bass (SUMC Secretary).