First Presbyterian Church of Cranbury, New Jersey

**Request for Disbursement of Funds**

**Committee Requesting Disbursement:**

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**Budget Line Item to be Charges:**

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**Payee:**

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**Description/Reason for Disbursement (attach receipts/documentation)**

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**If questions, please contact:**

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| **Name:** | |
| **Telephone:** | **Email:** |

**Amount to be disbursed**

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**Authorized by:**

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| --- | --- |
| **Signature:** | |
| **Print Name:** |

**Date Approved:**

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**Administrative Use:**

**Date Paid:**

**Check No.**

**Important Policy Guidelines** *(refer to the Stewardship & Finance policy manual for additional information)***:**

The Treasurer shall issue a check only after receiving a voucher signed by the appropriate committee moderator (or other person designated by that committee), provided it is either budgeted or specifically approved by the Session. All unbudgeted disbursements require the prior approval of the Stewardship & Finance Committee (may be brought before the Session if deemed appropriate). If approval is received, the committee moderator will submit the item to the Treasurer for payment using the Request for Disbursement form and attaching a copy of the approval.

Since the First Presbyterian Church is exempt from paying New Jersey Sales tax, each committee moderator should use the Exempt Organization Certificate to avoid incurring the sales tax expense. It is the responsibility of the committee moderator or his/her designate to make sure that the form is used in appropriate situations where sales tax is normally charged.

The church has a few charge accounts with local vendors who allow certain authorized persons to make small purchases of items or services. When purchases are made from such vendors it is the purchasers’ obligation to get proper receipt, which should be initialed and the reason for the purchase noted. This receipt should then be given to the responsible committee moderator.

Any article, item or service projected to cost more than $1,000 shall require solicitation of three quotes or prices. Any request for items or service over $10,000 shall require three written bids. Every attempt shall be made to secure three separate firm quotations or prices for all equipment and services. It is the responsibility of the committee moderator to make sure that this practice is adhered to.