

Reimbursement and Purchasing Policy

St. Maximilian Kolbe Parish

7/9/2019

All purchases (including paper products, office supplies, printing, etc.) must be approved in advance by the staff person overseeing the ministry. In many cases orders can and should be placed through the staff person. No supplies should be ordered without checking with the front office to see if we already have the supplies in stock.

We recognized that on some occasions it is necessary or preferable for a volunteer to pay for items out of pocket and then be reimbursed. In those cases the volunteer should contact the bookkeeper to obtain a tax exempt certificate prior to purchase. Sales tax will not be reimbursed.

To be reimbursed for approved out of pocket expenses, a St. Max Check Request/Reimbursement Form must be completed in entirety and submitted to the responsible staff person for approval. Original receipts should be attached to the request form. Reimbursements submitted over 60 days past purchase date will be reimbursed at the Pastoral Associate's discretion. Reimbursement checks are mailed approximately two weeks after the request is received.

ST MAX CHECK REQUEST/REIMBURSEMENT FORM

Date requested: _____

Date to be paid: _____

Make check payable to: _____

Address: _____

Description: _____ Acct#: _____ . _____ \$ _____

Description: _____ Acct#: _____ . _____ \$ _____

Description: _____ Acct#: _____ . _____ \$ _____

(Circle one) return check to me mail check Total \$ _____

Requested by: _____ Staff approved: _____

TAXES WILL NOT BE REIMBURSED

It is your responsibility to obtain a tax-exempt form.

Attach original receipts and/or documentation supporting request.

PLEASE INCLUDE ACCOUNT NUMBERS!