



# Requisition of Funds

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## A Simple How To Guide

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# Why is it Important to Use?

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- Requestor (board member) will know how much funds are available at start of budget amount.
- Requestor (board member) will be able to provide documentation for items purchased.
- Treasurer will be able to document and organize request for bank reconciliation.
- Treasurer will be able to document request for SSWRGC bi-annual audits.

# Steps to Access your Funds

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- Fill out the Requisition of Funds form
  - Can be found on church website under “Resources”
  - Beginning balance is total you were approved
- Submit form a minimum of one (1) week prior to purchasing item
- Once form is approved by treasurer for accuracy , then you can purchase your item (s)
- Department lead must use church check to make these purchases
  - save receipts and submit with requisition form upon completion of purchase) \*direct purchase to vendor/store.
- If items are purchased on line, please print out your receipts and attach to requisition form.
  - You will have one (1)week to submit reimbursement.
  - reimbursements will be paid by church check to department lead)

# Reminder/Resource

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## Don'ts

- Do not submit document the same day of request  
\* only exception , must be a critical need
- Do not submit incomplete forms
- Do not forget to sign form
- Do not forget to submit receipts along with the form for documentation
- Do not take longer than one week to submit request for reimbursement
- Do not forget to review this guide

## Links

- [Casalitadrivesda.org](http://Casalitadrivesda.org)