WUMC CHECK REQUEST PROCEDURE

- CHECK REQUEST FORMS are available online at http://www.wumcmd.org/member-toolbox---forms-policies-etc.html, or contact our Accountant or Administrative Assistant to pick-up a form.

- Complete the CHECK REQUEST FORM, obtain authorized signature/approval, and attach supporting documentation[1]. Note: Tax[2] applied to your invoice will not be reimbursed. **Checks are mailed unless you make a note requesting we hold your check for pick-up.**

- Submit your completed, approved, CHECK REQUEST FORM to our Financial Secretary by Thursday, with supporting documentation attached, for payment in the weekly check cycle.

- Checks are cut by the Accountant on a weekly basis, typically Friday morning, and placed in a locking cabinet.

- Our Treasurer or Assistant Treasurer signs the checks over the weekend.

- Checks are typically ready for pick-up after 9am, Monday morning, or will go out in Wednesday's mail. The completed documentation, including our copy of the check stub, is archived for future reference.

[1]**Documentation** consists of a completed Check Request, along with supporting receipts and/or invoices for reimbursement/payment. Occasionally, for large expenditures, down payments may be requested, and processed in accordance to a preset, mutually agreed schedule. In addition, any explanation you wish to see in your detailed account report at the end of each quarter is helpful, along with the fund or budget line to be charged, and most importantly, the dated signatures of both the Requestor and Ministry Authorization. If you need special handling for your check (i.e. you wish it to be held for pickup, or mailed to someone other than the payee), please highlight those instructions on the Check Request. I'll do my best to follow through.

[2]**Note: Tax –** As a 501(C)(3) Public Charity organization, we are exempt from paying Maryland state sales tax for most routine expenditures. If you need a copy of our state exemption card, please check with the Church Admin or Financial Secretary – there are always copies available in the office. Please also be aware that WUMC has established accounts with many of the local vendors, as well as local representatives of national chains. Before you make a large purchase, you may want to check at the office for a list of those vendors.