



Crossroads Presbyterian Church
APPROVAL OF ROUTINE EXPENSE FORM

- 1. Crossroads receives bills and writes checks for routine services (e.g. payroll, utilities, subscriptions, etc.) on a regular basis. Since in most cases requiring the Financial Administrator (FA) to ask the relevant Ministry Leader (ML) for approval for each individual disbursement toward a regularly recurring bill would produce an unnecessary administrative burden, a single request using this form will suffice to obtain ML approval for an entire budget year of disbursements.
2. When a series of routine bills is identified as a recurring expense, an "Approval of Routine Fund Disbursement Form" should be initiated for approval by the ML. The ML must indicate on the form the maximum amount that may be drawn during the budget year from the relevant ministry account to pay for the approved expenses. When a series of bills extends over more than a single budget year, the ML must sign a new form at the beginning of each new budget year to indicate that the disbursements are still authorized.
3. Once the FA has received a completed, approved "Approval of Routine Fund Disbursement Form", he/she is authorized by the Session to write checks to pay the bills, so long as the FA (1) believes the amount is routine and reasonable, (2) has checked to ensure the source account is not being exhausted prematurely, and (3) has verified that the running total of the bills does not exceed the annual maximum amount approved by the ML. If any of these three conditions is not met for a given bill, the FA should have the ML sign a "Purchase Request Approval and Reimbursement Form" in order to approve the payment of the bill. This procedure will ensure that the ML is made aware of a greater than expected spending rate for the ministry account.

Originating Person: [ ] Phone: [ ]
Originator's signature: [ ] Date: [ ]
Account Name: [ ] Budget Year: [ ]
Vendor: [ ] Phone: [ ]
Street address, City, ST, Zip: [ ]
Description of the Routine Bill: [ ]
Billing Frequency (Check one): [ ] Weekly [ ] Bi-Weekly [ ] Monthly [ ] Quarterly [ ] Annually
Amount to pay for each bill in this series: [ ] Annual total for this series of routine bills: [ ]
Check Payable To: [ ]
Ministry Leader Signature: [ ] Date: [ ]
Form revised: 12/8/2008