OAK CHAPEL UNITED METHODIST CHURCH (OCUMC) CONSOLIDATED VOUCHER

4203 W OLD LINCOLN WAY
WOOSTER OH 44691
(330) 264-2537

Voucher and Reimbursement Policy

- All vouchers must be signed and have a receipt, billing statement, invoice or Weekly Account Summary [5] attached.
- Vouchers for orders must also have the packing/shipping list attached with date and initials of the individual taking delivery.
- All information must be supplied to ensure the proper accounts are credited.
- All purchases over $25 should be approved in advance by the respective chairperson, if possible.

Reimbursable Expenses [1] - Vouchers for expenses for which reimbursement is requested must be turned into the Treasurer as soon as possible, but not later than 30 calendar days from the date of purchase. Reimbursement vouchers are paid based on budgeted expenses, available funds and chairperson authorization.

Returns [2] - Vouchers for returns must be turned into the Treasurer as soon as possible, but not later than 30 calendar days afterwards.

In-Kind Donation [3] - Vouchers for In-Kind (Noncash) donations must be turned into the Financial Secretary (FS) as soon as possible, but not later than 15 days after the end of the fiscal year. Acknowledgement is based on date of donation. If not obvious from the receipt, invoice, etc., please attach a reasonably detailed description of the donated item(s). FS signs and returns the voucher/attachment(s) to the donor. FS does not confirm the value of donation. Donor is solely responsible for fair market valuation (see IRS Pub 526).

Charged Expenses [4] - Vouchers for charges must be turned into the Treasurer as soon as possible, but not later than 14 calendar days from the date of purchase/receipt of purchased item(s). This is to ensure timely payment.

Purchaser / POC [5] / In-Kind Donor (Circle One)				**Vendor / Donee (Circle One)**			
Name:				Name:			
Address:				Address:			
City State Zip:				City State Zip:			
Phone No.				Phone No.			
Amount:				Amount:			
Date of Purchase:				Date of Purchase:			
Pay Purchaser? [1]	YES	NO	(Circle One)	Pay Vendor? [4]	YES	NO	(Circle One)
Return Voucher? [2]	YES	NO	(Circle One)	Pay Donee? [5]	YES	NO	(Circle One)
In-Kind Donation? [3]	YES	NO	(Circle One)	STEC-B Provided?	YES	NO	(Circle One)
							(Sales Tax Exempt Certificate)
Purchaser confirms this is a necessary expense for Oak Chapel / POC confirms this organized donation was received for the named Donee / In-Kind Donor submission.				Thank you for your in-kind donation. OCUMC has not provided you any goods or services as a result of your in-kind donation, other than possibly intangible religious benefits. Keep this signed voucher for your tax records.			
Signature:		Date:		TAX YEAR: 2021			
Committee chairperson confirms this is a budgeted /authorized expense.							
Signature:		Date:		FS Signature:		Date:	

Amount	**Description**	**Amount**	**Description**
	61711.1 - Music Related Expenses		61715.1 - Outreach Mission/Events
	61711.2 - Worship Related Expenses		61715.5 - Outreach Mailings/Publicity
	61711b - Remuneration (Flowers)		61715.9 - Outreach Other
	61712G1 - GenEd Curriculum & Supplies		61718.3 - MbrCare Activities & Supplies
	61712G3 - GenEd Special Programs		61718.5 - MbrCare Cards & Postage
	61712G9 - GenEd Other		61718.9 - MbrCare Other
	61712V1 - SYO Curriculum & Supplies (Summer Youth Outreach)		
	61712V4 - SYO Food		62724M1 - Parsonage Maintenance
	61712V5 - SYO Advertising		62724M2 - Church Maintenance
	61712V9 - SYO Other		62724S1 - Church Custodian Supplies
	61712Y1 - Youth Curriculum & Supplies		62724Z - Church Misc Expense
	61712Y3 - Youth Special Events		Other _____
	61712Y9 - Youth Other		Other