

# **The Episcopal Diocese of Fort Worth**

## **Check Request Voucher Policy**

**Policy Number: B-2**  
**Adopted: December 3, 2010**

### **PURPOSE:**

This policy sets forth the requirements for requesting a check to be written on a Diocesan account.

### **CANONICAL REFERENCES:**

**Constitution and Canons for the Government of the Episcopal Church: Title I, Canon 7: - Of Business Methods in Church Affairs** specifically addresses the business methods prescribed for every diocese, parish, mission, and institution subject to the authority of the Episcopal Church. The *Manual of Business Methods in Church Affairs* identifies requirements for sound, practical internal controls, accounting guidelines and business practices, especially, Chapter II, Internal Controls and Chapter IV, Travel and Business Expense Reporting.

### **POLICY:**

#### **1. General Provisions:**

**1.1.** A completed Check Request Voucher with supporting documentation is required (1) for reimbursement of expenses in accordance with the Reimbursement Policy and (2) to have a check written to a vendor or organization to pay a diocesan expense.

**1.2.** Check Request Vouchers can be obtained from the Diocesan Office or by downloading a copy from the Diocesan website.

**1.3.** Original receipts or invoices that substantiate the check request must be attached to the Check Request Voucher. Reimbursements require paid receipts in accordance with the Reimbursement Policy. Payments to vendors or organizations require invoices or written requests.

**1.4.** Check Request Vouchers received at the Diocesan Office by close of business on Tuesday will be ready for pickup or mailing after 4:00 pm on Thursday.

**1.5.** The Check Request Voucher and supporting documentation will be retained by the Diocese in accordance with the Records Retention Policy.

#### **2. Instruction for Completing Check Request Vouchers.**

**2.1.** Complete a separate Check Request Voucher for each payee.

2.1.1. Clearly print the complete name and mailing address of the person, vendor, or organization to whom the check is to be written.

2.1.2. The payee for reimbursements must be the person who incurred the expense and who requests and signs the Check Request Voucher.

2.1.3. If the check is to a vendor or organization, the payee name and mailing address must match the business name and mailing address on the invoice.

2.2. If there is more than one receipt or invoice, list each separately. Each receipt or invoice must be numbered to correspond to the explanation on the Check Request Voucher.

2.3. The date and dollar amount shown on the Check Request Voucher must match the date and dollar amount on the receipt or invoice. The "Check Total" is the dollar amount to appear on the check.

2.4. Provide a clear explanation (including ministry name, name and location of event, and purpose for expense) to justify the item as a diocesan expense.

2.5. Provide the budget account number for each receipt or invoice. A complete list of the budget account numbers is shown on the back of the Check Request Voucher. Contact the Treasurer's Assistant or Treasurer if there are questions.

2.6. Provide any special instructions on the Check Request Voucher, such as the need for a check to be held at the Diocesan Office for later pick up, or a copy of the invoice or remittance slip needs to be sent with the check.

2.7. Provide the information for Check Requested By, sign and date.

### **3. Authority to Approve Check Request Vouchers.**

3.1. The Bishop, Ministry Developer/ Administrative Officer, and Treasurer are authorized to approve Check Request Vouchers, except when they are the requesting person.

### **4. Exception to this Policy.**

4.1. A Check Request Voucher is not required for routine or recurring payments, such as office and administrative billings, payroll, and payment to self-employed contractors on an annual agreement. The Treasurer's Assistant must verify that an agreement is on file, or receive an original invoice or billing that is approved by the Bishop, Ministry Developer/ Administrative Officer, or Treasurer before writing the check.

**Episcopal Diocese of Fort Worth  
Check Request Voucher**

**Check Payable To: (print)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| No*                 | Date | Amount | Explanation (ministry name, name & location of event, and purpose for expense)                                 | Budget Acct Number** |
|---------------------|------|--------|--|----------------------|
| 1.                  |      |        |  |                      |
| 2.                  |      |        |  |                      |
| 3.                  |      |        |  |                      |
| 4.                  |      |        |  |                      |
| 5.                  |      |        |  |                      |
| 6.                  |      |        |  |                      |
| 7.                  |      |        |  |                      |
| 8.                  |      |        |  |                      |
| <b>Check Total:</b> |      |        | * Attach receipts/ invoices; number & list each separately.<br>** See back of form for budget account numbers. |                      |

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

**Check Requested By:**

**Name: (print)** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Best Contact Phone No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check Request Approval By:**

**Name: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| <b>BUDGET ACCOUNT NUMBERS</b>              |  |
|--|--|
| <b>SHARED LIFE IN LARGER CHURCH</b>        | 51910 · Diocesan Worship Expenses        |
| 50300 · Diocesan Partnerships              | 51920 · Diocesan Hospitality             |
| 50520 · Diocesan ERD Coordinator           | <b>THE EPISCOPATE</b>                    |
| 50525 · UTO Coordinator                    | 52510 · Bp Mileage                       |
| 50530 · Univ. of South Trustees            | 52520 · Bp. Travel                       |
| 50550 · Prov VII Synod 2011 Rep            | 52550 · Bp Registration Fees             |
| 50552 · Prov VII 2011 Delegation           | 52610 · Prov VII Bishop 2011             |
| 50555 · Prov VII Synod 2011 ECW Expense    | <b>ADMIN &amp; DIOCESAN SUPPORT</b>      |
| <b>DIOCESAN MISSION &amp; MINISTRY</b>     | 53325 · Office Supplies                  |
| 51110 · Bishops Discretionary Fund         | 53330 · Postage                          |
| 51111 · Epis Prog at Brite Divinity School | 53391 · Staff Travel, Meetings, Confs    |
| 51112 · Support to Seminarians             | 53392 · Staff Mileage                    |
| 51113 · Habitat for Humanity               | 53393 · Staff Continuing Education       |
| 51200 · Support to Congregations           | 53420 · Advertising                      |
| 51310 · Campus Outreach - Tarleton State   | 53430 · Printed Materials                |
| 51320 · Campus Outreach - TCU Ft Worth     | 53455 - Web Services                     |
| 51330 · Campus Outreach - UT Arlington     | 53470 - Dues for Episcopal Communicators |
| 51340 · Campus Outreach - TCC-NE-FW        | 53475 - Continuing Ed for Communicators  |
| 51350 · Campus Outreach - MSU-WF           | 53480 - Communications Equipment         |
| 51400 · Commission on Ministry             | 53810 · Chancellor Fees                  |
| 51500 · Ministry Development               | 53820 · Chancellor Dues                  |
| 51620 · Financial Training Sub-cmte        | 53830 · Chancellor Reimbursable          |
| 51710 · CF - Education for Ministry        | 53850 · Vice Chancellor Dues             |
| 51720 · CF - Lenten Series                 | 53860 · Vice Chancellor Reimbursable     |
| 51730 · CF - Diocesan Training for CE      | 53870 · Other Legal Fees                 |
| 51810 · Evangelism Commission              | 53880 · Historiographer                  |
| 51820 · Hispanic Ministry                  | 53885 · Deployment Expense               |
| 51830 · Spiritual Life Committee           | 53889 · Commission on Diocesan Structure |
| 51835 · Diocesan In-Reach Program          | 53900 · Diocesan Convention              |
| 51840 · Episcopal Church Women (ECW)       | 53950 · Executive Council                |
| 51845 · Daughters of the King              | 53960 · Standing Committee               |
| 51850 · Diocesan Altar Guild               | 53961 · Support to Corp of EDFW          |
| 51860 · Diocesan Youth Ministry            | 53962 · Support to Diocesan Foundation   |
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