

MINISTRY VOUCHER REQUEST



Ministry: _____

Date: _____ Code: _____ Amount: _____

Requested By: _____

Payable To: _____

Name of Event: _____

Items Needed: _____

Is this amount in your budget? Yes No

Event & Amount requested approved by Ministry Supervisor Yes No
Signature _____

Event & Amount requested approved by Departmental Leader Yes No
Signature _____

***Please return all monies and receipts within 48 hours of event.**

THANK YOU NJ FINANCE COMMITTEE

(Finance Committee Use Only)

Approved by: _____
Check# _____ Date Issued _____

New Jerusalem Church

South Campus • 1285 Raymond Road • Jackson, MS 39204 • 601.371.6772
North Campus • 5708 Old Canton Road • Jackson, MS 39211 • 601.206.5843
Midtown Campus • 1110 Noel Street • Jackson, MS 39202

Financial Policy Statement

Purchasing Policy

1. All requests for expenditure of church funds must be made on a ministry voucher request form.
2. The original copy of the voucher must be submitted to the supervisor of the ministry and a copy is to be kept for your records.
3. After filling out the voucher, give it directly to your ministry supervisor. The ministry supervisor will forward the voucher to the respective Departmental Leader. If the voucher has no discrepancies the Departmental Leader. Of Ministries will submit it to the Business Administrator for approval.
4. If the funds are available and your request is approved, the Departmental Leader will contact you and inform you when to pick up your check.
5. All ministry vouchers must be submitted two weeks prior to the event, unless otherwise notified by the Finance Ministry.
6. All monies and receipts are to be submitted 48 hours after your event to your ministry supervisor; together with evidence of purchase (sales tickets or cash register tape). If items are charged; then they will verify receipt of material by indicating the date received and quantity.
7. Finance Ministry will approve only expenditures associated with activities listed on the voucher request. In order to assist the Finance Ministry in giving its final approval to all requests for expenditures and to keep us informed of the activities and needs of the church, each ministry supervisor will carefully check the voucher before it is submitted to the Departmental Leader and Finance Ministry.
8. **All literature requests** for NJ will be made through CE Director or her designated representative in her absence.