

## **NDPC Check Request Procedure**

- Check requests are due by noon on Monday for processing on Wednesday of the same week. In order for a check request to be processed in the same week, the following should be provided:
  - a. Signature or email approval of the appropriate NDPC Committee Chair, Pastor, or Elder.
    - i. Committee Chairs may delegate approval authority to a designated treasurer within the committee. In this case, the office manager should be notified.
    - ii. If the fillable PDF is submitted via email, the approver must indicate their approval in the body of the email.
  - b. Appropriate committee budget line item to be charged.
  - c. Adequate supporting documentation to substantiate the expense (for personal reimbursement a **receipt is required**).
  - d. In the case of personal reimbursement, the following approval guidelines are in effect and were approved by the NDPC Session on September 22, 2013:
    - i. Staff (other than pastors) and Committee Chairs requesting reimbursement get approval from one of the following: Pastors, Clerk of Session, Finance Chair
    - ii. Pastors requesting reimbursement get approval from one of the following: Clerk of Session, Finance Chair
    - iii. Church Members requesting reimbursement get approval from: Committee Chairs
    - iv. Persons approving requests can either sign the check request form or send an approval email with the check request form attached
  - e. In the event the check request is not completed in full and/or the required documentation is missing, check requests will be returned to the check requester for the incomplete information. The check request will need to be re-submitted.
  - f. Payment in advance of goods received or services rendered is not permitted. In limited circumstances, an advance payment for a deposit may be permissible exceptions. The Finance Chair must approve these exceptions.
  - g. In-Kind Donations: In instances where individuals wish to donate professional services, the individual providing the service may endorse their check back to NDPC. Unless otherwise indicated on the check request form, the endorsed check will be credited back to the budget line item noted on the check request form.

Committee Chairs for Global Missions, Community Ministry/Local Missions, and Peace and Justice are advised to request checks for disbursements to missions, ministries, and nonprofits by October 31st of the current budget year.

### **Use of W-9s**

A W-9 must be obtained for all vendors before a check request and payment processed for the vendor.

- A vendor can be an individual or a company providing goods or services to NDPC. The check requestor can advise the vendor to obtain the W-9 from the [www.ndpc.org](http://www.ndpc.org) website and mail the form to the office in care of the Operations Coordinator. NDPC staff can attach the completed W-9 to the check request. W-9s will be maintained in the office in a secure location.

Exceptions to require approval of the Finance Chair.