

CHRIST'S CHURCH OF THE VALLEY	Management System – Operating Procedure
	OP7007 Check Request
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Approval

Originator	Reviewer	Approver
Janet Flitter	Terri Stone	Kevin Stone

Revision History

Rev.	Date	Originator	Summary of Changes
A	8/24/08	Janet Flitter	Initial Release

1. Purpose

The purpose of this operating procedure is to establish and document the process for requesting and receiving a check for business purposes at Christ's Church of the Valley (CCV).

2. Scope

The check request process should be used by paid staff and/or ministry area volunteers when a check is needed for business purposes during the course of conducting ministry activities at CCV. Check request needs include but are not limited to paying of honorariums, contractors, certain equipment rentals, and any other situation requiring a check that is not a purchase or other expense that (as determined by the Finance Department) should be processed via CCV's purchasing, expense reimbursement, or petty cash processes. The process begins with the completion and approval of a check request form (OP7007-F001) and concludes with the receipt of the requested check.

3. Responsibility

As with all procedures and other documentation contained in the Management System, it is the responsibility of all department leaders to ensure the details of this process are known and followed by all CCV paid staff and ministry area volunteers. The primary responsibility for this process rests with the Finance Manager.

4. Definitions

Account Number – The combination of a department number and expense account number (including sub-account number if applicable) separated by a dash. For example, 3011-018 collectively is the complete “account number.”

Business Week – A business week is defined as Monday, Tuesday, Wednesday, Thursday, and Friday.

Chart of Accounts – A document (OP7003-F002) listing all CCV department numbers and expense account numbers which is located in the Management System document library on the CCV Intranet.

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Department Leader – A department leader is the senior leader with responsibility for a defined CCV department. For example, the Director of Adult Ministries is a department leader.

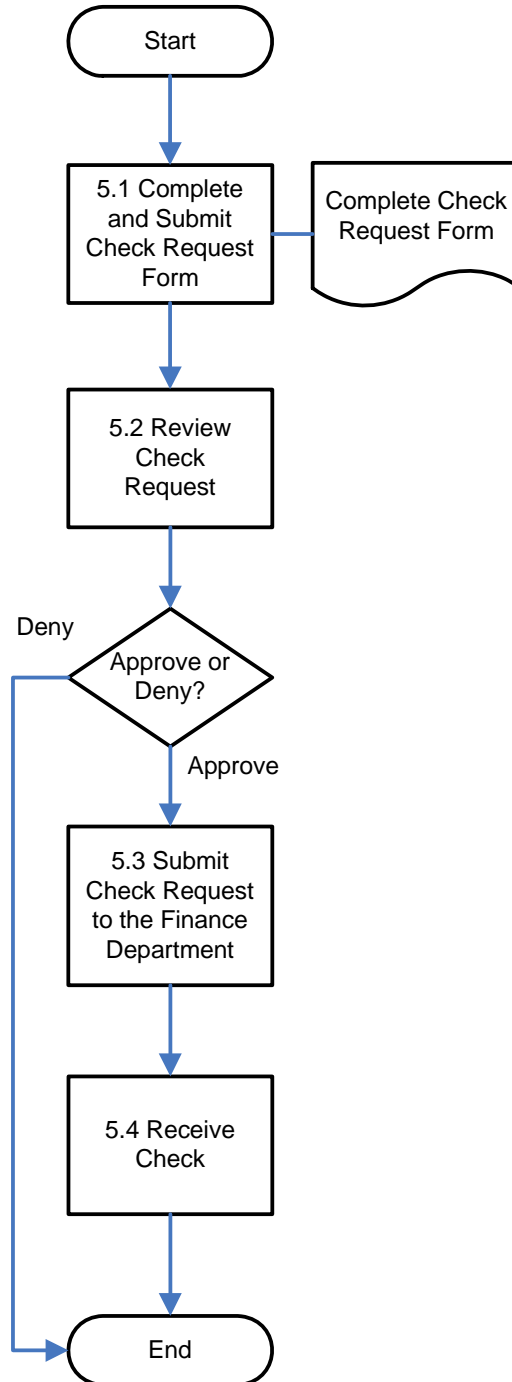
Receiver – The individual receiving the check approved via the check request form.

Requester – The individual requesting the check via the check request form.

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5. Procedure



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5.1 Complete and submit check request form.

- 5.1.1 If a check is needed, the requester should complete a check request form (OP7007-F001) available via the CCV Intranet.
- 5.1.2 All check request forms should be completed electronically to ensure accuracy and legibility. Handwritten check requests will not be accepted.
- 5.1.3 The check request form should be filled out completely including a detailed reason for the request, the recommended account number and the complete address where the check is to be sent. (Reference the CCV Chart of Accounts available via the CCV Intranet.)
- 5.1.4 The completed check request should then be submitted to the department leader responsible for the account number listed on the request.

5.2 Review check request.

- 5.2.1 Every check request requires the approval of a department leader.
- 5.2.2 The department leader is responsible for ensuring the check request is properly completed, including the proper account number and address.
- 5.2.3 The department leader is also responsible for ensuring the expense is warranted.
- 5.2.4 Once the department leader is comfortable with the request, he/she should indicate their approval by signing the check request form on the "Department Leader Approval" signature line.
- 5.2.5 Upon approval, the department leader should forward the check request to the Executive Pastor for review and approval.
- 5.2.6 If for any reason the department leader denies the check request, they should contact the requester and communicate the reason for the denial.
- 5.2.7 The Executive Pastor will review the check request form and indicate approval by signing and dating the check request on the "Executive Pastor Approval" line.
- 5.2.8 If the check request is denied by the Executive Pastor, the department leader will be contacted and the reason for the denial will be communicated.

5.3 Submit check request to the Finance Department.

- 5.3.1 Once the check request is signed by both the department leader and the Executive Pastor, the check request will be submitted to the Finance Department.
- 5.3.2 Once the Finance Department has received the signed check request, the check will be issued based on when it is needed and availability of funds.

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5.3.3 If the check request form is not properly filled out and approved as determined by the Finance Department, it will not be processed and the requester will be responsible for supplying the missing information (proper account number, adequate reason for request, proper approval signature, etc.).

5.4 Receive check.

5.4.1 When the check has been processed by the Finance Department, it will either be sent directly to the recipient or given to the requestor to be handled.

5.4.2 The requester is responsible for contacting the Finance Department if there is a problem with the check or if any further action needs to be taken.

6. Related Documents

6.1 OP7007-F001 Check Request Form

6.2 OP7003-F002 Chart of Accounts

7. Records

Record Identification	Record Owner	Location	Record Media	Retention/Disposition
Check Request Form	Finance Department	Finance Department File Cabinet	Hardcopy	5 Years/Shred
Receipt(s)/Other Documentation	Finance Department	Finance Department File Cabinet	Hardcopy	5 Years/Shred

8. Process Effectiveness Metrics

Metric	Tool/Analysis Method(s)	Reporting	Frequency
CCV Performance to Budget	CCV Annual Budget	Budget Report	Monthly
Departmental Performance to Budget	Departmental Budgets	Departmental Budget Reports	Monthly

9. Miscellaneous

None identified.

10. Attachments

None identified.

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