



BEN HILL UNITED METHODIST CHURCH

ADVANCE REQUEST FORM

Please Print Clearly

MAKE CHECK PAYABLE TO: _____

ADDRESS: _____

MINISTRY: _____ PH#: _____

AMOUNT (Maximum \$500): _____ ACCOUNT #: _____

REASON FOR ADVANCE: _____

DATE OF TRIP/EVENT: _____

Please initial after each statement if you understand and agree with the following:

I understand that this is an advance. _____

I am personally responsible for the entire amount of the advance. _____

Any vendor that can be paid directly by the Church will NOT be paid with advance funds. _____

I will submit receipts to support the expenses incurred **within 10 business days** after the event. _____

Any unused funds will be returned to Accounting **within 10 business days** after the event. _____

I understand that no further advances will be issued until this advance is properly cleared. _____

Signature: _____ Date: _____

Ministry Chair: _____ Date: _____

Vision Area Chair: _____ Date: _____

Staff: _____ Date: _____

Check disbursement preference:

Mail Pickup Ministry Box

| ACCOUNTING USE ONLY | | |
|----------------------|-------------|---------------------|
| PAID BY CHECK# _____ | DATE: _____ | DATE CLEARED: _____ |

ADVANCE CLOSE OUT PROCEDURES

The following procedures apply to all staff clergy, laypersons, church ministries, committees and organizations:

- All receipts must be turned in to the Accounting Department using the Advance Expenditure form to properly account for the use of the funds.

- All advances must be closed out within **ten (10)** business days after the day of the purchase, trip or event.

- Exception: Any open advances at the end of the year must be cleared within the first ten (10) business days of the new year.
- If the purchase, trip or event was less than the funds advanced, the remaining cash or a personal check for the difference should accompany the form and the receipts.
- If the purchase, trip or event was more than the funds advanced, the form and receipts should be presented with a Request for Payment form appropriately signed indicating the difference between the advance and the expenditure. This overage must be approved.

In order to comply with tax regulations, a 1099 will be issued to the receiver of advance if the advance is not closed out by year-end.

ADVANCE EXPENDITURE FORM

NAME: _____ AMOUNT OF ADVANCE _____

PURPOSE: _____ CHECK NUMBER _____

DATE _____

| DATE | PURPOSE | | |
|-------------------------------------------|---------|--------------|-------------|
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| <i>ATTACH RECEIPTS FOR SUPPORT</i> | | TOTAL | \$ - |

CHOOSE ONE FROM BELOW

| | | | |
|--|----------------------------------------------------|---------------------------|--|
| | | AMOUNT TO BE RE-DEPOSITED | |
| | A REQUISITION FOR PAYMENT MUST BE COMPLETED | ADDITIONAL AMOUNT DUE | |