

## CHRIST MEMORIAL PRESBYTERIAN CHURCH

### Request for Payment – invoice payment/reimbursement to individual/use of church credit card

In an effort to go fully digital, the following are new/clarified processes for submitting a request for payment. Many of you already use this method – THANK YOU! The goal is to allow accounting to be performed with limited visits to the physical church building and to streamline the flow of work by limiting the amount of scanning required. The RFP Form is no longer required – including the related activity in an e-mail is sufficient: Payable To, Address, For What, Which Committee, Amount.

All requests should be digital using the [accounting@cmpecusa.org](mailto:accounting@cmpecusa.org) e-mail address. It is the responsibility of the requestor to obtain approval, either before sending to [accounting@cmpecusa.org](mailto:accounting@cmpecusa.org) or by copying the appropriate committee chair. Committee chairs – if you receive such an e-mail, please respond with your approval (don't wait for a prompt from accounting to do so).

The on-line Request for Payment form sends an e-mail to [accounting@cmpecusa.org](mailto:accounting@cmpecusa.org) . Related PDF or pictures of the receipts should be e-mailed to [accounting@cmpecusa.org](mailto:accounting@cmpecusa.org) . Please look at the picture before sending to make sure the image is clear and details are large enough to be seen.

It is ok to have vendors send invoices directly to [accounting@cmpecusa.org](mailto:accounting@cmpecusa.org) if you prefer. Please provide a separate e-mail with appropriate information (For Vendor, What, Which Committee, Amount) and obtain approval either before sending or copying the appropriate committee chair.

When using the church credit card, please use the above fully digital and approval process. Please submit each receipt separately for tracking and ease of saving digital backup of each transaction.