



CHECK REQUESTS

Any organization requesting a check must send a request through the Rectory office and it **MUST** be approved by the pastor. Please remember that ALL ministry funds are under the oversight of our pastor by Canon law.

The **Check Request Form** is in the Forms section. Please fill out completely.

Whenever purchases are made by organization members with the expectation that reimbursement will be provided by the parish/organization, such purchases should be tax-exempt. ***The parish does not reimburse taxes.*** You can use the **Tax Exempt Letter** found in the Forms section when making purchases so the vendor will not charge taxes.

All reimbursement requests should be submitted as soon as possible after the event. It is a requirement that reimbursement requests are to be submitted within 30 days of the expenditure or event.

Any questions regarding this section should be directed to the Director of Operations and Finance.