
Pre-Authorized Recurring Invoices

Policy

The Church provides a pre-approval process for select invoices in order to permit payment by the Bookkeeper within guidelines without having to get approval for each recurring invoice.

Scope

This policy applies to consistently recurring invoices pre-authorized for payment, per this policy, by the Finance Ministry and the appropriate ministry team.

General Requirements

1. A master list of recurring expenses that are pre-authorized for payment within identified, stated limits shall be established, reviewed and maintained by the Finance Ministry. The master list should identify payee name, expected frequency of payment, and the maximum amount that may be paid for any single invoice without additional approval. Examples of typical recurring expenses include utility bills, payroll tax withholding, equipment leases and other services.
2. The pre-authorized recurring invoice list should be reviewed periodically by the Finance Ministry but no less than on an annual basis. It may be necessary at times during the year to update the pre-authorized list because of a new vendor relationship, a significant change in the existing vendor arrangement, or a staffing change. Suggestions to update the pre-authorized recurring invoice list should be reported to the Finance Ministry for its consideration.
3. A copy of the master list of approved pre-authorized recurring expenses, signed and dated by the Finance Ministry Chair, shall be provided to the Church Bookkeeper who will maintain it per the church's retention policy or procedures. An additional copy will be provided to the Church Administrator to facilitate timely disposition of current invoices.
4. REMINDER: Other invoices should be submitted utilizing the Church's Reimbursement Check Requests for Church Related Expense Policy.