Approved Ministry Team leaders must execute the following steps for all reimbursement requests:

- **Verify Available Funds**: Confirm the purchase falls strictly within your authorized annual budget or designated account limits before initiating the transaction.

- **Provide Exact Details**: Every submission must explicitly identify the budget line item or designated fund to be charged, provide a written explanation of the specific church business purpose, and include the recipient's mailing address.

- **Obtain Prior Signatures:** It is the requester's responsibility to secure all required approval signatures BEFORE submitting the documentation.

- **Submit Complete Documentation:** Provide the fully signed receipt, voucher, or invoice to the Administrator in a timely manner. Standard expense reimbursement forms are available to facilitate this step.

Incomplete submissions that lack required details or signatures will be returned to the originator for completion.