

# Payment Voucher Instructions

## Payment Vouchers

1. Person requesting a payment fills out a voucher.
  - a. The detail lines *must* be filled out including the Account Number and Name.
  - b. Account numbers and names are on the second page of the voucher.
  - c. A single invoice can be split against 2 or more accounts.
  - d. Multiple items for the same event, trip, etc. can be included on 1 voucher.
  - e. All requests must include receipts or appropriate documentation.
  - f. Receipts for meals must include the names of attendees. These can be written directly on the receipt.
  - g. **Requests over \$1,000** must have meeting minutes substantiating the expense attached.
  - h. If the voucher is for a third party such as a workshop leader, the tax ID (social security number for individuals, Federal Employer ID for businesses) and a completed IRS Form W-9 *is required* with the voucher regardless of the amount of the payment. (This is to avoid having to track this information down in January of the following year if the person goes over the IRS amount for a 1099.)
2. Voucher must be approved.
  - a. Payments should be approved by the moderator or vice-moderator of the group associated the account number(s) given in the detail lines.
  - b. Payments can also be approved by the staff member who resources the group, especially if they have been tasked to oversee the area of ministry addressed on the voucher.
  - c. If the payment is for a third party such as a program speaker and the requester is authorized for the related group, the requester can be the approver as well.
  - d. At no time can someone approve a voucher for themselves.
  - e. If a moderator is the requester, the voucher can be approved by a co- or vice-moderator or staff resource person of the same group. Otherwise it must be approved by the treasurer or moderator of the Finance Committee.
  - f. The head of staff approves any administrative expenses.
  - g. The head of staff or personnel moderator approves any personnel related expenses.
3. Approved and complete voucher with attachment(s) is sent to the bookkeeper ([finance@pbymilwaukee.org](mailto:finance@pbymilwaukee.org) or via USPS).
  - a. When sending requests electronically, remember to scan both sides of receipts/invoices if there is information on the backside (e.g. names of those at a meal).
  - b. If anything is incomplete or missing, it will be returned to the requester.

# PAYMENT VOUCHER

## PRESBYTERY OF MILWAUKEE

PO Box 1857, Waukesha, WI 53187-1857

Mail or Email with Receipts \* attached to: [finance@pbymilwaukee.org](mailto:finance@pbymilwaukee.org)

Check Amount \$ \_\_\_\_\_.

Today's Date \_\_\_\_\_.

Payable to \_\_\_\_\_.

Tax ID \_\_\_\_\_ \*\*\*

Address \_\_\_\_\_.

\_\_\_\_\_.

Purpose \_\_\_\_\_.

Location & Date for Travel or Meals \_\_\_\_\_.

Committee/Commission to be Charged \_\_\_\_\_.

\$ Amount	Account #	Account Name	Item/Comments
			_____ miles @0.67 per mile in 2024
			Lodging
			Meals

Total the detail amounts and place in the Check Amount line above.

Requested by \_\_\_\_\_.  
(Please Print Name)

Authorized Signature \_\_\_\_\_.  
(SIGNATURE OF COMMISSION/TEAM MEMBER NOT BEING REIMBURSED)

### Instructions:

- All requests must include receipts or appropriate documentation.
- Receipts for meals must include the names of attendees.
- **Requests over \$1,000** must have the meeting minutes substantiating the expense attached.
- \*\*\* If the voucher is for a third party such as a workshop leader, the tax ID (social security number for individuals, Federal Employer ID for businesses) and a completed IRS Form W-9 *is required*.

## Personnel Expenses

### **Presbytery Executive**

- 1015014 - Pres. Exec. Professional Exp
- 1015015 - Pres. Exec. Continuing Education

### **Office Manager**

- 1015024 - Administrative Manager Prof Exp
- 1015025 - Administrative Manager Cont Ed

### **Assoc for Ministry Vitality**

- 1015034 - Assoc Min Vitality Professional Exp
- 1015035 - Assoc Min Vitality Cont Education

### **Communications Coordinator**

- 1015045 - Communications Coord Continuing Ed

### **Stated Clerk**

- 1015064 - Stated Clerk Professional Expense

### **Presbytery Evangelist**

- 1015076 - Presbytery Evangelist Grant Expense

### **Evangelista del Presbiterio**

- 1015085 - Evangelista del Presbiterio Cont Ed
- 1015086 - Evangelista del Presbiterio Prof Exp
- 1015087 - Evangelista del Presbiterio Visa expense

### **Treasurer**

- 1015410-Treasurer Expenses

### **Payroll Expenses**

- 1015098 - Payroll Service expense

## Administrative Expenses

- 1025406 - Bank fees
- 1025407 - Audit/Review
- 1025410 - Bookkeeping expenses
- 1025415 - Books/Calendars/Subscriptions
- 1025420 - Equipment Maintenance
- 1025425 - Equipment Purchases
- 1025430 - Insurance
- 1025435 - Postage/Mailing/Shipping
- 1025440 - Printing
- 1025450 - Office Supplies
- 1025455 - Technology & Software
- 1025460 - Telephone/Internet
- 1025465 - Website
- 1015040 - Online Giving Fees

## Commission Expenses

### **Council**

- 1035510 - Vision Engagement
- 1035515 - Youth Ministry Expenses
- 1035520 - Commission/Legal Fees
- 1035525 - Common Ground
- 1036015 - Interfaith Conference
- 1036020 - Presbyterian Homes
- 1036025 - WI Council on Churches
- 1036215 - San Jose
- 1036216 - Racial Equity & Justice Task Force
- 1036219 - University Christian Ministries

### **Commission on Congregational Vitality**

- 1046005 - Vitality Grants
- 1046030 - Des Fnd Youth Camper Scholarships
- 1046220 - Des Fnd Congregational Vitality

### **Commission on Pastoral Ministries**

- 1066235 - Minister Gatherings/Development
- 1066245 - Des Fnd Pastor Support
- 1066305 - Comm on Pastoral Ministries
- 1066310 - Readiness Assessments

### **Commission on Transitional Ministries**

- 1056205 - Comm on Transitional Ministries
- 1056240 - Background Checks
- 1056250 - Des Fnd Ernest Glenn Plan

### **Planning Commission**

- 1075505 - Meeting/Education Expenses