



## **Volunteer Reimbursement Policies**

Christ United Methodist Church staff greatly appreciates volunteers who take time to make purchases on behalf of CUMC at the request of CUMC staff. In an effort to be good stewards of the resources generously given by our members, CUMC has set forth the following volunteer reimbursement policies. To maintain fiscal responsibility, volunteers will adhere to the following reimbursement policies:

- The church is a tax-exempt organization. Volunteers offering and authorized to make purchases on behalf of CUMC will obtain a tax-exempt form from CUMC before making purchases.
- As CUMC is a tax exempt organization, volunteers will not be reimbursed for any sales tax charged on purchases made on behalf of CUMC.
- Timeliness in turning in receipts is vital to maintaining accurate financial records. Volunteers shall make every effort to turn in check requests and supporting receipts within 30 days of purchase. Documentation and detailed receipts must accompany all requests for reimbursement. All purchases must be pre-approved by the CUMC staff member in charge of the program or event for which the purchase is being made.
- Volunteers authorized by a CUMC staff member to make purchases on behalf of CUMC must sign an Acknowledgement of Receipt of Volunteer Reimbursement Policies form indicating they have received, read and agree to abide by the Volunteer Reimbursement Policies set forth herein.



## Volunteer Reimbursement Policies Agreement

I have been given a copy of the "Christ United Methodist Church Volunteer Reimbursement Policies". I have read and understand the "Christ United Methodist Church Volunteer Reimbursement Policies" and agree to abide by the reimbursement policies as set forth therein.

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Printed Name

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Signature

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Date