

SUBJECT

**ACCOUNTS PAYABLE SYSTEM**

DATE

Feb. 15, 1974

NO.

3. 2. 7. 2

CHURCH ADMINISTRATION DIVISION • UNITED STATES FIELD MINISTRY

## CONCEPT

All Division personnel incurring expenses for the Work but not using the Traveletter System (#3. 2. 7. 1) can be reimbursed for those expenses through the Accounting Department's "Accounts Payable" system. When an employee requests reimbursement from Accounting, he should allow at least one week for processing. If the request is urgent, the employee should explain this on an attached memo. By special handling the processing time can be shortened. This should be the exception and not the rule.

## PROCEDURE

During the month, the employee should record the necessary information on the appropriate form (Fleet or Non-fleet Monthly Expense Record). At the end of the month, after double-checking for arithmetic accuracy, he should send the top three copies with any supporting receipts to Headquarters for processing. The employee should keep the card copy for his personal records. The Accounting Department will forward the proper copies to the Regional Director, Transportation and Church Administration Division Staff Services after processing is completed.

The receipts that are needed for Accounting records are:

1. Fleet maintenance invoices and worksheets
2. All lodging expenses
3. Any other expenses that exceed \$10 at a time.