

Christ Lutheran Church

Large Transaction Disbursement Policy

Revision 2

Purpose: To establish limits and an approval policy for disbursements of large amounts of church funds.

Responsibility: The Treasurer and administrative secretary shall verify that two officers have signed a fully completed Disbursement Request Form (as defined by Finance Committee) prior to submitting the request to the accounts payable clerk at the accounting firm or the electronic transfer request to the bank.

Policy:

1. Two members of the Executive Committee of the congregation are required to authorize any disbursement request in the amount of \$5,000 or more.
2. Disbursement Request Forms containing large transactions shall be copied to the accounting firm or bank.

Revision History:

Revision 1: Approved March 12, 2013

Revision 2: Approved April 9, 2013