



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## **Check Request Form Procedures**

March 2021

Available in Campus Offices, Inside the Tabernacle (Staff/Ministry Leads) and on Breeze.

- Mark for Services or Reimbursement, provide necessary documentation.
- Mark payment option, bill.com is the preferred method for reimbursement through electronic funds transfer; in house checks can be made available when absolutely necessary. Payees should watch for an email from bill.com to establish a secure account. If that account is not established within 48 hours, a check will be sent by mail.

Please make payees aware that the payments may take up to 14 business days to process.

Once completed, Check Request Forms should be given to Campus Administrators for submission; online forms are automatically sent to campus admins by email. Campus Admins will verify information, provide payee with W9's if needed, gain approvals as needed and then submit the form to bill.com or directly to the Finance Director if seeking payment in house.