

EXHIBIT D - Template for Approving Invoices

Vendor	Service/Goods Provided	Payment Method	Approver	Documentation Needed (before the check is issued)	
AT&T	Cell Phone Service	ACH	Bookkeeper	Is the amount in line with budget amount?	If not - needs to be researched as to why not
Century Link	Telephone	ACH	Bookkeeper	Monthly invoice - does it agree to standard monthly amount?	If not - needs to be researched as to why not
City of Fort Collins Utilities	Utilities	ACH	Bookkeeper	Is the amount in line with budget amount?	If not - needs to be researched as to why not
Xcel Energy	Natural Gas Service	ACH	Bookkeeper	Is the amount in line with budget amount?	If not - needs to be researched as to why not
Active Network	Fellowship One Fee	Check	Office Manager	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Additional musicians hired	Music Performance	ACH	Director of Music	Invoice copy, sign. on invoice***	
American Church Inc.	Office Supplies	Check	Office Manager	Invoice copy & packing list if provided, sign. on invoice	
Brotherton Office Equipment	Copier Meter Charges	Check	Office Manager	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Canon Financial Services, Inc.	Copier Contract	Check	Office Manager	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Cecil Piano Service	Piano Tuning	Check	Director of Music	Invoice copy, sign. on invoice	
Citizen Printing	Office Supplies	Check	Person placing the order	Invoice copy & packing list if provided, sign. on invoice	
Cloversites	Website Hosting Fee	Check	Website Mgr.	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Comcast	Internet	Check	Bookkeeper	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Group Publishing	Background Checks	Check	Director of Christian Formation (Youth)	Invoice copy, sign. on invoice	
Indoff Incorporated	Office Supplies	Check	Office Manager	Invoice copy & packing list if provided, sign. on invoice	
Insurance Board	Insurance Policy	Check	Trustee	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
JW Pepper & Son, Inc.	Sheet Music	Check	Director of Music	Invoice copy, sign. on invoice	
King Soopers	Grocery Cards	Check	Treasurer	Reimbursement form	Back up receipt to be attached after purchase
Life Safety Technologies	Alarm monitoring service	Check	Trustee	Invoice copy, sign. on invoice	
Ministry Architects	Offsite work and coaching	Check	Director of Christian Formation (Adult)	Invoice copy, sign. on invoice	
Paul Wood Florist	Flowers	Check	Office Manager	Invoice copy, sign. on invoice	
Pension Board - UCC	Flex Savings/TSA Contributions	Check	Treasurer	QuickBooks report attached to remittance form ###	
Pension Board - UCC	Employee Benefit Contributions	Check	Treasurer	QuickBooks report attached to remittance form ###	
Ram Waste	Trash Service	Check	Treasurer	Invoice copy, sign. on invoice	Is the amount in line with budget amount?
Rocky Mountain Conference of UCC	Missions, Dues, Support	Check	Treasurer	QuickBooks report attached to remittance form	
Sound Accounting and Music Services	Music Performance	Check	Director of Music	Invoice copy, sign. on invoice	
Tundra Restaurant Supply	Appliances for Kitchen	Check	Trustee	Invoice copy, sign. on invoice	
Western Paper Distributors	Office Supplies	Check	Office Manager	Invoice copy & packing list if provided, sign. on invoice	Does invoice agree with what was ordered?
Employee Reimbursements	Various	Check	Bookkeeper	Reimbursement request with receipt attached	Receipts should be audited
Employee Travel Requests	Various	Check	Bookkeeper	Invoice/email with amount and name of entity	
Church Credit Card	Various	ACH	Bookkeeper	Individuals are responsible to print their invoice and match to receipts, code and approve, give to bookkeeper	Receipts should be audited
<p>This list is not all inclusive but rather the starting point of getting invoices approved by the responsible party before a check is issued.</p> <p>An email maybe substituted for invoice ***</p> <p>QuickBooks report should show the amount of the contribution by person ###</p> <p>The treasurer should be auditing the monthly invoice folder when reviewing the month end bank statement</p>					