



## Purchases & Reimbursement Procedures

### Purchases/Reimbursements (submit to Central Services):

1. [Submit Electronic Accounts Payable Voucher](#) located at [www.newlifeadmin.org](http://www.newlifeadmin.org) completing all required fields.
2. [Electronic Voucher](#) must have electronic approval via email to be processed. (Office Managers are authorized to approve \$200 and under/Over \$200 Pastor's signature or electronic approval is required)
3. [Attach receipt/invoice](#). Invoices are required for contract labor work done by independent contractors/laborers/individuals and **should include name, address, services rendered, dates of services, invoice amount and invoice number**. Receipts are required for any reimbursements.
4. [Attach a W-9 form if vendor is a sole proprietor](#) (small contractors/laborers/individuals – is not a corporation). In the event that a sole proprietor is paid \$600 in a year, we are required to report this income to the IRS. **Payments will not occur without a W-9.**
5. [Attach a Certificate of Insurance for projects over \\$5000](#)
6. [Invoices and check requests are paid by Central Services following a net 30-day term](#). All checks will be mailed directly to the vendor or individual, with exception of requests to place in Pastor's mailbox. Reimbursements/Payments will not occur without any of the above-mentioned requirements and approving authority's signature.
7. [If an invoice is received at the local campus, please submit to Central Services via the electronic voucher](#) following instructions above. Please contact the vendor and make 4101 W. 51<sup>st</sup> Street Chicago, IL. 60632 the billing address.

### Purchases from New vendors

- If you would like to make a purchase with a new Supply/Store vendor, please **do not open** a new account for your location on your own as you are not authorized to represent New Life Community Church as an organization. Please contact Central Services with the information of the vendor that you would like to have an account with. Once the account is established, you can place your orders and have the invoice sent to Central Services for payment.

### Signing Legal Documents

- Please send all legal documents such as contracts, space share agreements or leases to Central Services for review. Do not sign them yourself until the document has been reviewed by Irene Vasquez.

### Purchases made with Credit Card

- Purchases made with your church Mastercard will need to be reported via Nexonia.com.
- All purchases must be reported and accounted for regardless of the amount.
- Your Nexonia report is due on the 7<sup>th</sup> of every month for all charges made for the previous month. *Failure to submit by the due date may result in the inability to use your credit card.*

ALL OVER THE CITY FOR THE GOOD OF THE CITY

CENTRAL SERVICES: 4101 WEST 51<sup>ST</sup> STREET • CHICAGO, IL 60632

TEL: 773-492-3648 • FAX: 773-362-5391 • [WWW.NEWLIFECOMMUNITY.CHURCH](http://WWW.NEWLIFECOMMUNITY.CHURCH)



- The following fields must be completed in order for your report to be approved: Category, Ministry, Location, Fund and Comment.
- All purchases over \$75 require a receipt. If your purchase amount is less than \$75, no receipt is required.

If you have any questions or concerns regarding any of the above-mentioned procedures, please contact Shirley Huesca or Isabel Gil.

Central Services seeks to offer support in any way possible as it relates to Accounting, HR, IT, Communications, Legal and Risk Management. Our goal in all things is to bring glory to God, and second to protect the ministries of New Life Community Church.

**Central Services Staff:**

Isabel Gil – Director of Finance

Shirley Huesca – Finance Manager Assistant

Samara Sotelo – Finance Administrator

Irene Vasquez – Director of Human Resources & Central Support

David Wojtkiewicz – I.T. Support

Kent Richardson – Director of Communications

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