Reimbursement and Check Requests

St. Mark's values the many members who give their time and talent to further our ministries. Sometimes that involves expenses that need to be reimbursed or checks that need to be written to pay others. Our goal is to make that process as transparent and easy as possible for everyone while adhering to prudent financial practices for our parish.

1. Forms are available on the website (home page under "Resources") or hard copy in the Center office.

2. Requester should confirm the item is in budget and approved. Approvals will vary based on the nature of the expense, but generally there should be a conversation with the Rector, Senior Warden, Vestry Liaison, Treasurer or Ministry Leader. If uncertain, email treasurer@stmarksportroyal.org prior to submission.

3. Reimbursement requests and receipts (required for all items above $25) may be submitted either electronically emailed to office@stmarksportroyal.org or hard copy placed outside of the Parish Administrator's office.

4. Invoices are preferred for all check requests and may be submitted electronically to office@stmarksportroyal.org or in hard copy placed in the basket that is on the door of the Parish Administrator's office door. Please request at least 7 days in advance. If a check is needed urgently, email treasurer@stmarksportroyal.org.

5. Request for timely submissions – ideally within 30 days of the expense or associated event. Please make every effort to submit December receipts before January 7 so that we can close out our fiscal year.

6. Reimbursements are typically made through our bank so allow 7-10 days for receipt and mailing. If you need something more quickly, please email treasurer@stmarksportroyal.org and ask for check that can be picked up at the Center.