



Purchase and Reimbursement Policy

It is Impact Church's policy to grant approval for ordinary, necessary and reasonable expenses when directly related to the transaction of Impact Church business.

Requests for the purchase of expenses must be submitted to the Office Admin and Finance Director at least twenty-one (21) days prior to the date needed, on the appropriate purchase order form. Each expense shall be separately identified. Purchase order forms lacking complete information will be returned.

Purchases made without prior approval will risk forfeited reimbursement.

While our goal is to handle all purchases in-house, we understand that there may be instances where store purchases are necessary. In such cases, original receipts are required for all expenses. Requests for exceptions to this should document extenuating circumstances and be approved by the Finance Director and Pastor.

Receipts and reimbursement requests shall be submitted promptly to the Finance Director, and no later than seven (7) days from the purchase date. Reimbursements, which should be rare and limited, will be processed on the 1st and 15th of the month.

Email Addresses

- Office Admin – info@myimpactchurch.org
- Finance Director – finance@myimpactchurch.org