

## Voucher Process for the Presbytery of San Francisco

Please use the following process to make a request for payment. After all the forms and documents have been prepared, please send everything to [accountant@sfpby.org](mailto:accountant@sfpby.org) for Earl to process.

1. Committee chairs must fill out a **voucher request** form for every request.
  - a. Accounting codes can be found in the current years PSF Budget on the [Account's Corner](#) section of the PSF website. If you do not know which code to use, please ask Earl.
  - b. An executive partner's signature is needed when requesting funds above the committee's budget or approved spending.
2. Committee chairs must provide the **appropriate documentation** as a pdf attachment for every request.
  - a. Invoice or receipt.
  - b. Minutes from the committee where the expense was approved. (If applicable).
  - c. Copy of the email approving the transaction. (If applicable).

### Please Note:

- Accounting usually processes payments on Thursday around noon, so requests received after Wednesday evening will be processed the following week.
- Direct deposit is the easiest way to pay churches, entities, and people receiving ongoing payouts. If someone is not on direct deposit (ACH) please email them with the following request, cc [accountant@sfpby.org](mailto:accountant@sfpby.org), and attach the ACH form.

### Account's Corner Page Documents on the PSF Website:

(<https://www.presbyteryofsf.org/accountants-corner/>)

- Budget with Accounting Codes
- Voucher Request Form
- ACH Request Form

### Samples:

- Email "Request for ACH- Direct Deposit: <https://www.presbyteryofsf.org/wp-content/uploads/2024/02/Email-Request-for-ACH-Direct-Deposit-Form.docx>