



# UUCA Reimbursement and Payment Procedure for Staff, Congregants and 1099 Vendors

1. Before purchasing items/services for reimbursement or payment:
  - a. The congregant or employee must contact the appropriate staff person/team chairperson to confirm that the item has been included in the appropriate budget. If the staff/team chairperson is unsure, he/she will consult with the Director of Administration.
  - b. Prior to submitting payment requests for congregant reimbursements, a congregant must complete a **UUCA Direct Deposit Authorization for Electronic Reimbursements and 1099 Payments to Individuals** form, attach the requisite banking document, and submit the signed and dated form to the UUCA Office Administrator.
  - c. Prior to submitting payment requests for employee reimbursements, an employee must complete a **UUCA Employee Direct Deposit Authorization** form, attach the requisite banking document(s), and submit the signed and dated form to the UUCA Office Administrator.
  - d. Prior to submitting payment requests for 1099 (vendor) payments to an individual, a congregant or employee must complete a **UUCA Direct Deposit Authorization for Electronic Reimbursements and 1099 Payments to Individuals** form, attach the requisite banking document, and submit the signed and dated form to the UUCA Office Administrator.
2. To be reimbursed for an approved and/or budgeted expense, the congregant or employee that incurs the expense or requests payment of an invoice to a third party must complete the appropriate form:
  - a. For reimbursement, 1099 (vendor) payment to an individual, or GL Account credit, the congregant or employee must prepare a **UUCA Reimbursement, 1099 Payment and GL Account Credit Request** form, attach original receipts, obtain requisite approval signatures, and submit the form and attachments to the UUCA Office Administrator.
  - b. For (vendor) payment to a corporation (e.g., company, 501(c)3 nonprofit organization, or church), the congregant or employee must prepare a **UUCA Check Request for Corporations** form, attach original receipts, obtain requisite approval signatures, and submit the form and attachments to the UUCA Office Administrator.
3. Payment will be effected depending on the form submitted:
  - a. For a **UUCA Reimbursement, 1099 Payment and GL Account Credit Request** form, payment will be effected by ACH credit to the financial institution and account specified on the **UUCA Direct Deposit Authorization for Electronic Reimbursements and 1099 Payments to Individuals** form.
  - b. For a **UUCA Check Request for Corporations** form, a UUCA check will be written to the payee specified on the form.
4. Both forms are handled as part of UUCA's Accounts Payable processing which occurs weekly. Forms must be received by the Office Administrator no later than 10am each Tuesday for payments to be prepared by the following Monday:
  - a. ACH credits will normally be submitted no later than that following Monday for settlement the following business day (Tuesday or Wednesday); settlement may be delayed if there is an intervening FRB holiday. Note that the receiving bank may wait one (1) business day before crediting the recipient's account.
  - b. Checks will normally be mailed on the following Tuesday or Wednesday.
5. Approved expenses will only be reimbursed if they have been incurred during the last ninety (90) calendar days. UUCA will neither reimburse congregants or employees nor be responsible for payment to third parties for expenses that were incurred 91 calendar days or more in the past.