

## **Cedar Grove Policy & Procedures**

### **Expense Voucher(s):**

Expense vouchers need to be filled out fully with all information for ALL requisitions, deposits, expense reports & reimbursements. Once they are filled out, turn these into the office within 7 days of the event for review and Pastor Signature. Office will process to Secretary for deposit or check written. You can put them in the black box outside the office door (has administrative assistant plaque above the box) or in the black box (admin/office) in the music room behind the drums.

### **Van(s): (gas for vans)**

If your department requires the use of any church van, please make adequate preparations ahead of time for your activity to check on availability of a van, which size van is requested, preparations to obtain key access, gas in the van if needed before trip, van driver and anything else possibly needed. Also, please make sure the van is cleaned after each use and refueled upon return. Van request form attached in this packet.

### **Request use of Fellowship Hall:**

If your department or anyone would like to use the fellowship hall, please make adequate preparations ahead of time for your activity to check on availability of the Fellowship Hall. This should be turned into the office at least 1 week prior to any event, but most likely would need to be sooner to insure it is available. Fellowship Hall MUST be cleaned after each use. Request form attached in this packet.

### **Request borrowing of Tables, chairs, etc:**

If anyone would like to request the borrowing of tables, chairs, etc, please make adequate preparations ahead of time for your activity to check on availability of the equipment. This should be turned into the office at least 1 week prior to any event, but most likely would need to be sooner to insure it is available. They must be returned after the completion of each event. Request form attached in this packet. **NO** white tables or chairs will be loaned out.

### **Paper Products:**

The Kitchen & Paper Supply closet is locked. So, If your department requires the use of any church paper products or kitchen supplies, please make adequate preparations ahead of time for your activity to check on availability products, which products are requested and how much of each. This should be turned into the office 2 weeks prior to any event. Otherwise the products & supplies may not be available. Request form attached in this packet.

### **Fundraiser(s):**

Once a fundraiser is complete all monies for deposit should be turned in within 7 days of the event.

**\*\*NOTE** you can email the information instead of turning in the forms or you can fill them out and scan or take a picture and email them as well. Just need all of the information from the forms if you plan to email without the form.\*\*

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