

Grace Community Church

SOP: Invoice Submission and Check Request Process

1. Purpose

This procedure outlines the steps required for submitting invoices for payment and requesting checks to ensure timely and accurate processing.

2. Scope

This applies to all staff, volunteers, and ministry leaders submitting invoices or requesting checks at Grace Community Church.

3. Responsibilities

- Requester: Submits invoice and required details to Ramp.
- Accounting Team: Reviews submissions and processes payment.

4. Procedure

Step 1: Prepare the Invoice

- Ensure the vendor's invoice is complete and accurate.
- Identify the account line the expense should be charged to.
- Prepare a memo describing the expense (e.g., event name, ministry use).

Step 2: Submit via Email

- Email gracechico@ap.ramp.com with the following:
 - Subject Line: "Invoice Submission – [Vendor Name] – [Amount]"
 - Body of Email:
 - Account Line to Charge
 - Memo / Description of Expense
 - Attach the Invoice PDF (or scanned copy)

Step 3: Approval

- A Ramp notification will be sent to the manager of the designated account line for approval.
- Payment will not be processed until approval is received.

Step 4: Processing Timeline

- Once approved, allow 7 business days for payment to be issued.
- Invoices submitted on Monday will be processed the following Tuesday.
- Invoices submitted Tuesday through Friday will be processed the next Tuesday.

5. Important Notes

- Incomplete submissions (missing account line, memo, or invoice) will not be processed until corrected.
- Do not submit personal reimbursement requests using this process; use the reimbursement method on Ramp.
- Emergency payments must be approved directly by the Executive Pastor

6. Contact

For questions, contact accounting@gracechico.org.