



Victory Outreach San Diego Ministry Operations & Event Policies & Procedures

Check Requisitions

Check Requisitions should be submitted in a timely manner and issued to vendor's name if over \$100.

Check requisitions need to be completed by the Department or Ministry Leader or Overseer **ONLY**. Any check requisitions are to be sent to the Finance Department no later than Monday (or any other pre-determined date the finance department has established) via vosd.tv/office link.

Turnaround time: Checks will be distributed on Wednesdays only.
Where can you find your check? In our reception office.

Please be sure to provide quotes & comparisons.
Visit vosd.tv/office to submit check all requests.

Receipts

Original receipts of purchase are to be returned to the Finance Department immediately.

All department leaders to please indicate name of ministry and from whom. If you receive checks on a regular basis from the church, the finance department will withhold any future checks until receipts from the previous check have been returned.

If receipts are lost, you must visit VOSD offices & a "Receipt Liability Form" must be completed. Frequent loss of receipts should be a concern and will result in a meeting with Pastoral Staff.

To turn in receipts, you can bring them to the office during office hours or drop them in our finance room drop box.

Special Events/Fundraisers

First the Department Leader should get approval by the church secretary and check any conflicting events on the church calendar.

Planning minimizes reimbursements, all church ministries should plan for their events.

Any special event to be held by a Department/Ministry or Fundraiser requiring “front money” should be done by the following procedure:

☐ **A budget of all income/expenses required for the event/fundraiser must be submitted first.**

Funds will be issued based on the approved budget. Note: Account Representative should make him or herself available should the department head need assistance with this.

☐ **Any event or fundraiser where a ministry/department is collecting funds, this money must be turned in to the Finance Department.**

No money is to be used for expenses from the funds received; it must first be accounted for and followed up with Check Requisitions.

☐ **A report should be issued on the completion of the event/fundraiser of actual income and expenses and profit.** (Note: A well planned, and closely monitored event budget will prevent a loss).

- **Reimbursements will be avoided, unless an emergency situation arises.** Reimbursements also require Pastoral Staff approval.

Printing of Flyers/Literature

All requests for printing should be channeled through the Media Department (or designated church or pastoral staff), whether their department designs the flyer or not.

The Finance Department should not accept check requisitions for media requests unless the content has been approved by the Media Director (or designated church or pastoral staff). *Following this procedure will ensure quality presentation of the Victory Outreach name being published and protects your Trademark License agreement.*

Room Reservations

You must request the facility. Please inform campus pastor within 1-2 weeks in advance before the date of event. Visit vosd.tv/office to submit, seek approval & secure the facility reservation.

Inventory Request

Any property of Victory Outreach Church of San Diego must be requested & approved. This includes: Tables, Linen, Dishes, Furniture, Lighting, Computers, Cameras, Supplies, Etc. To check out items please visit our VOSD Reception Office during office hours to view our inventory binder & submit a request by visiting vosd.tv/office. Once form is submitted you will be contacted by a staff member for approval/denial of your request.