

# St. Maximilian Kolbe Catholic Church

5720 Hamilton-Mason Rd. Liberty Township, OH 45011 | saint-max.org  
Tel 513-777-4322 | Fax 513-777-7264



## REIMBURSEMENT AND PURCHASING POLICY

Revised May 2023

**All purchases (including paper products, office supplies, printing, etc.) must be approved in advance by the staff person overseeing the ministry.** In many cases orders can and should be placed through the pastoral team member overseeing your ministry. No supplies should be ordered without checking with the front office to see if we already have the supplies in stock.

We recognize that on some occasions it is necessary or preferable for a volunteer to pay for items out of pocket and then be reimbursed. In those cases the volunteer should contact the parish office manager to obtain a tax exempt certificate prior to purchase. Sales tax will not be reimbursed.

To be reimbursed for approved out of pocket expenses, a St. Max Check Request/ Reimbursement Form should be completed in its entirety and submitted to the pastoral team member overseeing your ministry for approval. Please attach original receipts to the request form. Submissions over 60 days past purchase date will be reimbursed at the pastoral team member's discretion. Checks are mailed approximately two weeks after the request is received.

### ST MAX CHECK REQUEST/REIMBURSEMENT FORM

Date requested: \_\_\_\_\_

Date to be paid: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_ Acct#: \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Acct#: \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Acct#: \_\_\_\_\_ \$ \_\_\_\_\_

(Circle one) return check to me    mail check    Total \$ \_\_\_\_\_

Requested by: \_\_\_\_\_ Staff approved: \_\_\_\_\_

#### TAXES WILL NOT BE REIMBURSED

It is your responsibility to obtain a tax-exempt form.  
Attach original receipts and/or documentation supporting request.

PLEASE INCLUDE ACCOUNT NUMBERS!



*"Never be afraid of loving Mary too much. You can never love her more than Jesus did."*  
- St. Maximilian Kolbe