



## NEW PAYABLES PROCEDURE AT ST. THOMAS' CHURCH, WHITEMARSH (As of MARCH 2024)

As part of our ongoing initiative to improve internal processes the Vestry and our Financial Warden have approved a new procedure for Accounts Payable. Effective immediately, all payables and reimbursements are being processed through **BILL.com** (UPPERCASE letters).

This new system will ultimately be much more efficient; however, during the set-up period, we could experience some delays.

We are no longer cutting checks on Wednesdays for Friday mailing, or processing payments weekly through TD Bank. The following procedure is now in use:

### For personal expense reimbursements:

**Step 1.** Complete a Payment Request form (PDF fillable). *\*The updated PAYMENT REQUEST(PDF) form is attached here and available on our website. Discard all past copies of Check Request forms.*

**Step 2.** Scan and attach all receipts.

### For payments to outside vendors/payees:

**Step 1.** Have vendor/payee provide a W-9 form before requesting payment- [Form W-9](#)

**Step 2.** Once you have received their completed W-9, attach it with their invoice or a Payment Request form (PDF fillable).

**Once complete, email ALL documentation directly to:**

[stwchurch@bill.com](mailto:stwchurch@bill.com)

cc: [bookkeeper@stthomaswhitemarsh.org](mailto:bookkeeper@stthomaswhitemarsh.org)

**PAPER COPIES LEFT IN FINANCE MANAGER MICHELE FOLEY'S BOX WILL NOT BE ACCEPTED FOR PAYMENT.**

**All Department Managers or Committee Chairs will receive emails for approval, if required.**

- MANAGERS, CHAIRS & APPROVERS: when you receive emails from BILL.com, please respond promptly.

**Upon department approval the PAYEE will receive an email from BILL inviting Payee to enroll in BILL.com.**

- There are no enrollment fees.
- Signing up for Direct Deposit is the quickest way to receive payment – but not required.
- A paper check will be mailed from **BILL.com** if Direct Deposit is not set-up.
- Once payment is processed, PAYEE will receive notice with expected receipt date.

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### Some expected questions:

#### How quickly will I receive reimbursement?

- Payments will be processed weekly on Thursdays.
- Payment requests received at **BILL.com** after 4:00 p.m. Wednesday will be processed the following week.
- Receipt of payment can generally be expected within 7-10 days from receipt of all required documentation.

#### What if a vendor is requesting payment in advance or on the day of service?

- We are moving away from COD payments at St. Thomas'.
- All vendors can expect prompt payment through BILL.
- Any exceptions should be directed to Michele Foley or Melissa Lynch for consideration.

Please forward any other questions, via email to: [mfoley@stthomaswhitemarsh.org](mailto:mfoley@stthomaswhitemarsh.org).



# Saint Thomas' Church, Whitemarsh

7020 Camp Hill Road  
Fort Washington, Pennsylvania 19034

## PAYMENT REQUEST FORM

Email this form with all receipts and supporting documents attached to: [stwchurch@bill.com](mailto:stwchurch@bill.com)  
cc: [bookkeeper@stthomaswhitemarsh.org](mailto:bookkeeper@stthomaswhitemarsh.org). **For all outside vendors, a completed W-9 form must be submitted at time of payment request - [W-9 Form attached here](#).** Any missing information will delay payment.

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

Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Amount \$ \_\_\_\_\_ Acct to be charged: \_\_\_\_\_

Purpose: \_\_\_\_\_

Payments will be processed weekly on Thursdays.  
Payment requests received at BILL.com after 4:00 p.m. Wednesday will be processed the following week.  
Receipt of payment can generally be expected within 7-10 days from receipt of all required documentation.

Exceptions to these terms must be directed to:  
Michele Foley, Finance Manager [mfoley@stthomaswhitemarsh.org](mailto:mfoley@stthomaswhitemarsh.org).