

The Diocese of Southeast Florida, Inc.
Accounting Department – Processing of Cash Receipts, Disbursements,
and Other Related Information

Rev. 7/31/13

CASH RECEIPTS:

Any checks to the Diocese must be made payable to The Diocese of Southeast Florida, Inc. We process all deposits inhouse, on a daily basis. We cannot hold checks. Therefore, we request that you please be careful when sending us a check, since it may immediately be deposited upon arrival to our Miami office.

CASH DISBURSEMENTS:

Checks are issued twice a month: on the **15th**: and on the last day of the month (i.e the **28th** or **29th** in February, and the **30th** or **31st** in the other months, as applicable). Cash disbursements are processed using Check Request forms. All properly completed Check Request forms have a cut-off deadline of 3 business days from the date of the desired check run date, by noon time.

Disbursement may be subject to availability of funds and budget.

All check requests must be properly documented using originals and must be properly approved.

- The Travel & Expense Reimbursement Policy and related forms for employees, vendors and volunteers are available on the Diocesan website under the Resources Tab and the Diocesan Forms link. Mileage rates are not to exceed the current IRS rates (including charitable mileage).

Important - Reimbursement requests not submitted within 30 days of the expenditure may forfeit their right to reimbursement.

Importance of W-9's. The latest version of Form W-9, can be easily obtained on the front of the IRS website: www.irs.gov. This form applies to any individual or entity receiving payment or an advance from the Diocese. A completed and signed Form W-9 must be submitted or be on file, in order for us to process any payment. No funds will be disbursed without this form.

OTHER:

- Please request any reports in writing, preferably via email.
- Please call before you send any documents to the accounting department via fax or email.
- Our email addresses and extensions are:
 - angie@diosef.org and ext # 128 for Angie Iturrioz, Controller
 - icela@diosef.org and ext. # 122 for Icela Lopez, Accounting Clerk