



# **FINANCE TRAINING**

## **Invoices and Childcare**





## Invoice Payments

**When the class receives an invoice, and the purchasing card cannot be used.**

### Form Needed

- *Invoice Payment Request Form*

### Process

- The Coordinator or Treasurer fills out the information and attaches invoice to the form.
- MSC receives the form and pays the invoice on behalf of the class.
- If an *individual* paid the invoice, please use the Class Expense Reimbursement form.



# Finance Training

## Invoices

### Invoice Payment Request Form



**COMMUNITY**  
BIBLE STUDY

This form is to be used **ONLY** for payment to a host church, agency, or vendor directly.

This form is **NOT** for personal expense reimbursement.

Click here for [Class Expense Reimbursement Form](#)



All invoices must be submitted within 60 days of the invoice date or no payment can be made.

1 of 5 >

Submitted By

First Name\*

Last Name\*



## Invoice Payments

**When the class receives an invoice, and the purchasing card cannot be used.**

### Process

- If the vendor provides them, please enter the Tax ID number and a signed W-9 form. However, they are not required.
- Please check the “Yes” box to move to the next page.



# Finance Training

## Invoices

Attach A Signed W-9 from the payee this calendar year\*

Per IRS guidelines, a current W-9 is required. However, a W-9 is NOT required for Churches.  
The form can be requested from the vendor.

Please check "YES" to continue to the next page.

☒ Yes

If available attach a copy of the W-9.



## Invoice Payments

**When the class receives an invoice, and the purchasing card cannot be used.**

### Process

- The invoices must be electronically attached to the form.
- Up to five invoices can be attached to the form.



# Finance Training

## Invoices

### Invoice Payment Request Form

Invoice #5

Description

Childcare 04.22.25

Amount

\$ 120.96

Total Amount Due\*

\$362.88

Please upload invoice(s) and any supporting document(s), i.e. packing slip(s).\*

REPLACE FILE

Manpower \$120.96 04.01.25.pdf

REPLACE FILE

Manpower \$120.96 04.08.25.pdf

REPLACE FILE

Manpower \$120.96 04.22.25.pdf

REPLACE FILE

BACK

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## Invoice Payments

**When the class receives an invoice, and the purchasing card cannot be used.**

### Process

- The vendor may choose to be paid by direct deposit or by check.
- Direct deposit is the most secure and fastest way to pay a vendor.
- If you are unable to obtain their information, please reach out to our Finance Team at [accounts.payable@communitybiblestudy.org](mailto:accounts.payable@communitybiblestudy.org)
- Direct deposit – allow 14 days to process payment.
- Check – allow 4 weeks to process payment



# Finance Training Invoices

Select Payment Method

Account Type

☐ Direct Deposit (Quickest, & most secure payment method)

Enter Bank Information for Direct Deposit

Account Type

☐ Checking

☐ Savings

Bank Name

Type your answer

Routing Number

Type your answer

Account Number

Type your answer

Manual Check  
(Check processing will take up to 4 weeks)

☐ Manual Check

BACK SUBMIT

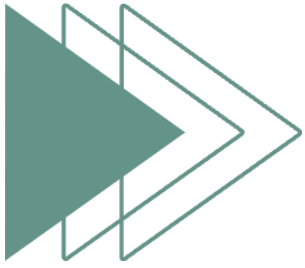


## Record of Expenses Sent to MSC

**You must keep track of invoices sent to MSC for payment.**

- The MSC will not send any additional information back to the class after the invoice has been paid.
- These expenditures will appear in the class's financial reports
- These expenditures will not appear in your WellsOne account.





## Childcare

Due to IRS regulations, we cannot pay for childcare directly.

**There are two options for a class to provide childcare:**

1. Use unpaid volunteers.
2. Have childcare workers who are hired and paid by:
  - The host church
  - An employment/staffing agency

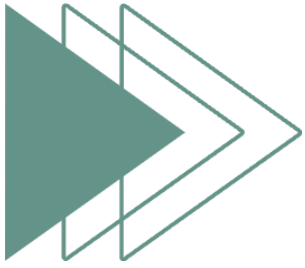
**The class then pays the host church or agency through one of these two options:**

- The purchasing card
- The ***Invoice Payment Request Form***

### **Important Note:**

Invoices must be submitted to MSC within 60 days of the invoice date, or no payment can be made.





# **Finance Training**

## **Invoices and Childcare**

THIS COMPLETES THE VIDEO TRAINING ON  
INVOICES AND CHILDCARE

