

**REQUEST FOR REIMBURSEMENT FROM PPC**

**STAFF USE ONLY: TO USE WHEN SUBMITTING A RECEIPT FOR PAYMENT FROM A PPC CREDIT CARD**

Amount: \_\_\_\_\_  
 Date of Submission of this Form: \_\_\_\_\_  
 Reimbursement Check Payable to : \_\_\_\_\_  
 \_\_\_\_\_ Mail Check to (address): \_\_\_\_\_  
 Leave in mailbox of \_\_\_\_\_ for pickup at church

Amount: \_\_\_\_\_  
 Date of Charge: \_\_\_\_\_  
 Payee Name: (must submit receipt) \_\_\_\_\_  
**PPC Credit Card Owner (please circle one)**  
 Pastor Emily, Jeanne, Tom, Emily, Lindsay

**Required Information for All**

Reason for Disbursement/Credit Card Charge (what was purchased, why, other notation)

**REQUIRED – Please circle committee and category (if no appropriate category, please write in)**

**Administrative Service (choose one below):**  
*Office Equip, contracts*      *Stewardship*  
*Office Supplies*              *Copying*  
*Postage*                          *Telephone & Internet*

**Mission (choose one below):**  
*Session Directed*              *Special Offering*  
*Minister’s Discretionary*      *Project SHINE*

**Christian Education (choose one below):**  
*Supplies*                          *Youth Ministry*  
*Program Resources*              *Adult Study Groups*  
*Kick-Off Sunday*                  *Guest Speaker Honoraria*  
*Nursery Supplies*                  *Reformed Institute*  
*Children’s Curriculum*              *Women’s Retreat*  
*Children’s Summer Camp*          *Library*  
*Youth Curriculum*                  *Teacher and Off Train*  
*Confirmation*

**Ops & Maint (choose one below):**  
*Insurance*                          *Lawn Care & Snow removal*  
*Fuel*                                  *RE Taxes and FFB*  
*Water and Sewer*                  *Supplies*  
*Electricity*                          *R & M–Regular*  
*Trash Removal*                      *Exterminator*

**Worship (choose one below):**  
*Worship supplies*                  *Music-memberships*  
*Pulpit Supply*                      *Music supplies*  
*Flowers*                              *Music-supplemental*  
*Music-Licenses*                      *musicians*  
*Music-new anthems/ music*          *Music-Substitute Organists*

**Manse – Ops & Maint (choose one below):**  
*Utilities*  
*R & M*

**Board of Deacons (choose one below):**  
*Fellowship*                          *Congregational Care*  
*Kitchen*                              *Deacon Events*

Personnel  
*Continuing Education (who \_\_\_\_\_)*  
*Staff Expense (who \_\_\_\_\_)*  
*Book Allowance (who \_\_\_\_\_)*

Stephen Ministry  
 Endowment Funds (who \_\_\_\_\_)  
 Misc (specify) \_\_\_\_\_

Finance Committee  
 Endowment Expenses  
 Safe Church  
 Annual Mission Trip  
 Memorials (who \_\_\_\_\_)  
 Memorial Garden

**All expenses need to be authorized by the committee chairperson**

Committee Chairperson Signature: \_\_\_\_\_  
 Christian Education, *Marianne Beardall*; Mission, *John Norvell*; Property, *Ed Pierson*; Finance, *Gregg Johnson*; Worship, *Susan Mitchell*; Congregational Care, *Janet Dunlop/Robert Fahs*; Fellowship, *Keith Rust*; Endowment, *Rob Wescott*; Memorial Garden, *Mary Margaret Smith*; Personnel, *Dave Stump*; Stephen Ministry, *Sherry Johnson*

Please Note: All Requisitions for Payment must have a receipt attached; **no more than 45 days after the date of the expense but no later than December 31st of that year.** Exceptions- Pastor/ Finance Ch. You must select a committee for categorizing the expense. All expenses need to be authorized by the committee chairperson. Please make a copy and place in LINDSAY CHAPIN’S MAILBOX.

**2019 Expense Form**