

REQUEST FOR REIMBURSEMENT/VENDOR PAYMENT FROM PPC	STAFF USE ONLY: TO USE WHEN SUBMITTING A RECEIPT FOR PAYMENT FROM A PPC CREDIT CARD
--	--

Amount:	Amount:
Date of Submission of this Form:	Date of Charge:
Vendor/Reimbursement Payable to : _____	Payee Name: (must submit receipt)
_____ Mail Check to (address): _____	PPC Credit Card Owner (please circle one) Pastor Emily, Jeanne, Tom, Chris, Lindsay
Leave in mailbox of _____ for pickup at church	

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): <i>Office Equip, contracts Stewardship</i> <i>Office Supplies Copying</i> <i>Postage Telephone & Internet</i>	Mission (choose one below): <i>Session Directed Special Offering</i> <i>Minister’s Discretionary</i>
Christian Education (choose one below): <i>Supplies Youth Ministry</i> <i>Program Resources Adult Study Groups</i> <i>Kick-Off Sunday Guest Speaker Honoraria</i> <i>Nursery Supplies Reformed Institute</i> <i>Children’s Curriculum Women’s Retreat</i> <i>Youth Curriculum Library</i> <i>Confirmation Teacher and Off Train</i>	Ops & Maint (choose one below): <i>Insurance Lawn Care & Snow removal</i> <i>Fuel RE Taxes and FFB</i> <i>Water and Sewer Supplies</i> <i>Electricity R & M–Regular</i> <i>Trash Removal Exterminator</i>
Worship (choose one below): <i>Worship supplies Music-memberships</i> <i>Pulpit Supply Music supplies</i> <i>Flowers Music-supplemental</i> <i>Music-Licenses musicians</i> <i>Music-new anthems/ music Music-Substitute Organists</i>	Manse – Ops & Maint (choose one below): <i>Utilities</i> <i>R & M</i>
Board of Deacons (choose one below): <i>Fellowship Congregational Care</i> <i>Kitchen Deacon Events</i>	Personnel <i>Continuing Education (who _____)</i> <i>Staff Expense (who _____)</i> <i>Book Allowance (who _____)</i>
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, *Paul Mamalian*; Worship, *Chidi Obasi*;
 Congregational Care, *Wendy Kuhn*; Fellowship, *Steve Gordon*; Endowment, *Chris Dowd*; Memorial Garden, *Mary Margaret Smith*;
 Personnel, *Cheri Rogers/Louise Plumb*; Stephen Ministry, *Sherry Johnson*; Deacons, *Heather Davies*

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.