

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)

Leave in mailbox of _____ for pickup at church

Pastor Emily, Jeanne, Tom, Chris, 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 Telephone/Cell/DSL
 Office Supplies Credit Card/Bank Fees
 Postage Tech Support
 Copying

Mission (choose one below):

Session Directed
 Minister's Discretionary

Christian Education (choose one below):

Supplies Youth Ministry
 Program Resources Kids Camp
 Children's Curriculum Reformed Institute
 Youth Curriculum Confirmation
 Adult Study Groups Kick off Sunday
 Teacher/ Officer Training Women's Retreat
 Guest Speaker Honorarium Children's Teacher
 Library

Property (choose one below):

Insurance RE Taxes and FFB
 Fuel Supplies
 Water and Sewer R & M-Regular
 Electricity Exterminator
 Landscaping/Snow Removal
 Custodial Services

Worship (choose one below):

Supplies Flowers
 Pulpit Supply Section Leaders
 Substitute Organists Supplemental Musicians
 Music

Personnel

Continuing Education (who _____)
 Staff Expense (who _____)
 Book Allowance (who _____)

Board of Deacons (choose one below):

Fellowship Congregational Care
 Kitchen Deacon Events

Finance Committee

Endowment Expenses
 Safe Church
 Annual Mission Trip

Stephen Ministry

Memorials (who _____)

Endowment Funds (who _____)

Memorial Garden

Misc (specify) _____

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.

2020 Expense Form