

**REQUEST FOR REIMBURSEMENT/VENDOR PAYMENT 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: \_\_\_\_\_  
Vendor/Reimbursement 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, 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 Equipment- Telephone, Cell, DSL*  
*Contracts Credit Card & Bank Fees*  
*Office Supplies Tech Support*  
*Postage Online Ministry &*  
*Stewardship Technology*  
*Copying*

**Church - Ops & Maintenance (choose one below):**  
*Insurance Custodial Services*  
*Fuel Real Estate Taxes and FFB*  
*Water and Sewer Supplies*  
*Electricity Repairs and Maintenance-*  
*Trash Removal Regul*  
*Lawn Care Exterminator*

**Christian Education (choose one below):**  
*Program Resources Confirmation*  
*Youth Ministry Fall Kickoff*  
*Summer Mission/Camps Women's Retreat*  
*Children's Teacher Adult Education*  
*Speakers*

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

**Growth Initiative**

**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 \_\_\_\_\_)*

**Finance Committee**  
**Memorial Garden**  
**Stephen Ministry**

**Mission (Session Directed)**  
**Apportionment**  
**Endowment Funds (who \_\_\_\_\_)**

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

Committee Chairperson Signature: \_\_\_\_\_  
Christian Education, *Jung Lawrence*; Mission, *Tracy Talbot*; Property, *Steve Dorman*; Finance, *Leslie Kerr*;  
Worship, *Jon Davies*; Congregational Care, *Bob Stow*; Fellowship, *Brad McAuliffe*; Endowment, *Chris Dowd*;  
Memorial Garden, *Mary Margaret Smith*; Personnel, *John Sohl*; Stephen Ministry, *Sherry Johnson*; Deacons,  
*Penny Coco-Boyd*

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.