

**REQUEST FOR VENDOR PAYMENT OR REIMBURSEMENT**

All purchases must be approved prior to transaction occurring. (See below)

Church Debit Card Used?: Yes\_\_\_ (For documentation only, no check requested)

**Payee:** \_\_\_\_\_ **Amount** \_\_\_\_\_

**Address:** \_\_\_\_\_ (if not on invoice)

\_\_\_\_\_

**Designate Appropriate Expense Code for payment: (see over):** \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_

Description of purchase: \_\_\_\_\_

Memo to appear on check: \_\_\_\_\_

Other instructions \_\_\_\_\_

_____ <i>Requestor Signature</i> <i>Date</i>	_____ <i>Approver Signature</i> <i>Date</i>
_____ <i>Requestor Name (Printed)</i>	_____ <i>Approver Name (Printed)</i>

- For Reimbursements: Approvers:
  - Committee Members – approval by Committee Chairs/Project Lead (Restricted Funds)
  - Committee Chairs – approval by Deputy Moderators
  - Deputy Moderators/Church Officers/Pastors – approval by Moderator or Vice Moderator
- W-9 Form must be completed by new vendor prior to acquiring service.
- A request to use the church debit card must be sent in an email to the Treasurer.
- Receipts from purchases using Church Debit Card must be submitted with this form.
- If possible, submit the approved request and supporting documentation by email to ***treasurer@friends-ucc.***
- You may claim your purchase as tax exempt (a non-taxable purchase) by supplying the vendor with a **Texas Sales Tax Certificate**.

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• **Treasurer Notes: Date Processed:**\_\_\_\_\_ **Check #**\_\_\_\_\_ **Initials**\_\_\_\_\_

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Upon completion of this form please submit it and your receipts to your committee chair who will submit it to the Treasurer. The form can be scanned and emailed or placed in the appropriate mailbox in the church office.

EXPENSE CODE		EXPENSE CODE	
	<b>Administrative</b>	6601	<b>Spiritual Life</b>
5410	Office/Computer supplies		
5450	Conferences		
5420	Postage and Delivery		
	<b>Building Rental</b>		
5470	Deposit Refund		<b>Trustees</b>
5471	Event Host Fee		<b>Building &amp; Property</b>
	<b>Technology</b>	7010	Major Repairs
5612	Computer Software	7011	Mowing Service
5613	Computer Equipment	7012	Pest Control
5614	Audio Equipment	7013	Maintenance
		7014	Supplies
	<b>Programs</b>	7015	Custodian
	<b>Christian Education</b>	7017	HVAC Maintenance
6011	Curriculum	7019	Accessibility Improvements
6012	Supplies	7150	<b>Personnel Advertising</b>
6014	Youth Group	7170	<b>Stewardship</b>
6015	Confirmation		<b>Senior Pastor</b>
	<b>Evangelism</b>	7220	Continuing Education
6222	Print Advertising	7221	Mileage
6223	Evangelism Misc.	7222	Professional Expenses
6224	Radio	7171	Discretionary Expenses
6227	Internet Advertising	7223	Other Travel
6301	<b>Fellowship</b>		<b>Executive Pastor</b>
	<b>Justice &amp; Mission</b>	7248	Continuing Education
6443	Mission Misc.	7249	<i>Mileage</i>
6448	Faith Inclusion/Disability	7251	Professional Expenses
6449	Community/Cong. Conv.	7172	Discretionary Expenses
6450	Rise Against Hunger	7250	Other Travel
6451	Homeless Advocacy		<b>Associate Pastor</b>
6452	BISD Initiative	7260	Continuing Education
6453	Back Bay Hygiene Kits	7261	Mileage
6454	Food Drop Supplies	7262	Professional Expenses
	<b>Worship</b>	7263	Other Travel
6780	Supplies		<b>Restricted Funds</b>
6772	Music Copyright	9010	One Time Funds ( )
6773	Guest Musicians	9012	Music Ministry
6774	Music	9014	Youth Mission Trip
6775	Piano Tuning	9020	Children's Collection
		9035	Accessibility Enhancement
6501	<b>Nurture</b>		