

REQUEST FOR VENDOR PAYMENT OR REIMBURSEMENT

All purchases must be approved prior to transaction occurring.

Check one: Reimbursement ____ Vendor Payment ____ (including Church Debit Card purchases)

Payee: _____ **Amount** _____

Address: _____ (if not on invoice)

Designate Appropriate Expense Code for payment: (see below): ____ ____ ____ ____

Description of purchase: _____

Memo to appear on check: _____

Other instructions _____

Requestor Signature _____ Date _____ Approver Signature _____ Date _____

Requestor Name (Print) _____ Approver Name (Print) _____

All reimbursements must have approver signature. (see back)

EXPENSE CODES

EXPENSE CODE	UNRESTRICTED FUNDS Bank Account 1260		EXPENSE CODE	UNRESTRICTED FUNDS Bank Account 1260
	Administrative			Evangelism
5410	Office/Computer supplies		6222	Print Advertising
5450	Conferences		6223	Evangelism Misc.
5420	Postage and Delivery		6227	Internet Advertising
5451	Meeting Supply (effective 7/1/2024)			Fellowship
	Technology		6301	Fellowship Miscellaneous
5612	Computer Software		6302	Programs (effective 7/1/2024)
5613	Computer Equipment		6303	Coffee/Kitchen Supplies (effective 7/1/2024)
5614	Audio Equipment			Justice & Mission
5617	Software Support		6443	Mission Misc.
			6446	Sustainability
	Programs		6448	Faith Inclusion/Disability
	Christian Education		6449	Events
6011	Curriculum		6452	BISD Initiative
6012	Supplies		6453	Back Bay Hygiene Kits
6015	Confirmation		6454	Friends/Peace Food Supplies
6016	Graduate Recognition		6455	Family Promise Supplies
6517	Vacation Bible School		6458	Reproductive Health
6018	Youth Ministry			

EXPENSE CODE	UNRESTRICTED FUNDS <i>Bank Account 1260</i>	EXPENSE CODE	RESTRICTED FUNDS
	Nurture		Bank Account 1247
6501	Nurture	9010	One Time Funds Disbursement
	Spiritual Life		Bank Account 1257
6601	Spiritual Life	9011	Crisis Fund Disbursement
	Worship		Bank Account 1259
6780	Supplies & Misc.	9012	Music Ministry Disbursement
6772	Copyright		Bank Account 1241
6773	Guest Musicians	9014	Youth Mission Trip Disbursement
6774	Music		Bank Account 1256
6775	Piano Tuning	9035	Accessibility Enhancement Disbursements
	Trustees		Bank Account 1251
	Building & Property	9046	Pastor's Discretionary Fund Disbursement
7010	Major Repairs		
7013	Maintenance	9020	Children's Collection/Playground
7014	Supplies		
7017	HVAC Maintenance		
	Trustees Administrative		
7120	Guest Ministers		
7150	Personnel Advertising		
7170	Stewardship		
7171	Senior Pastor Discretionary		
7172	Executive Pastor Discretionary		
7174	Associate Pastor Discretionary		
7175	Senior Pastor Advocacy		
7192	Safety & Security		
7193	Furniture, Fixtures & Equipment		
	Pastors		
7218	Sr. Pastor Continuing Ed		
7219	Sr. Pastor Mileage		
7220	Sr. Pastor Professional		
7221	Sr. Pastor Other Travel		
7348	Exec. Pastor Continuing Ed		
7349	Exec. Pastor Mileage		
7350	Exec. Pastor Other Travel		
7351	Exec. Pastor Professional		
7417	Assoc. Pastor Continuing Ed		
7418	Assoc. Pastor Mileage		
7419	Assoc. Pastor Other Travel		
7420	Assoc. Pastor Professional		

- 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
- The approved request and supporting documentation may be put in the Treasurer office mail box or scanned (with all signatures) and submitted by email to [**treasurer@friends-ucc**](mailto: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 Form** available in the church office.