



Procedure to Submit Request for Reimbursement

September 2018

Purpose: To establish the procedure for submitting forms for reimbursement to ensure that we have the necessary support for any payments in accordance with our record retention policy.

- I. Obtain and Complete the Reimbursement Request Form
 - a. There are hard copies of the check request form outside of the church office, or it can be printed from the second page of this document.
- II. Obtain approval from the minister, board president, or treasurer.
 - a. If the reimbursement request will be over \$50, check with the minister, board president, or treasurer before you purchase the item and request reimbursement.
- III. Submit the form and the reimbursement support to Office Coordinator.
 - a. The signed form can be left in the office coordinator mailbox or on the desk.
- IV. Office Coordinator will submit the approved check request form to our accountant for reimbursement and file the form and support in accordance with our record retention policy.
- V. Reimbursements are issued via check and mailed through the US Post Office with standard mailing timeframes.

TODAY'S DATE: _____

Make Check out to: _____

Mail to: _____

Phone: _____

Amount: _____

Authorization by: _____

Circle One: *Minister* *Treasurer* *Board President*

Buildings & Grounds

- \$ _____ 5132 · Repairs
- \$ _____ 5135 · Maint supplies/equipment
- \$ _____ 5137 · B&G Other
- \$ _____ 5151 · Furniture/Equipment New Purchases
- \$ _____ 5158 · Furn/Equip upgrade/replacement
- \$ _____ 5159 · Cleaning
- \$ _____ 5144 · Lawn/Landscaping
- \$ _____ 5175 · Misc Parking Lot Exp

Office

- \$ _____ 5202 · Office Supplies
- \$ _____ 5212 · Office Miscellaneous
- \$ _____ 5225 · Computer Servicing
- \$ _____ 5230 · Software/hardware Purchases
- \$ _____ 5302 · Advertising
- \$ _____ 5303 · Mailings
- \$ _____ 5322 · Website Special Services

Worship Expenses

- \$ _____ 5402 · Guest Ministers
- \$ _____ 5404 · Supplies
- \$ _____ 5410 · Music
- \$ _____ 5415 · Worship Assoc Training
- \$ _____ 5418 · Paraministry Program Exp

- \$ _____ 2400 Van Vechten Guild

Adult Programming

- \$ _____ 5521 · Adult - Guest Speakers
- \$ _____ 5511 · Adult - Supplies

RE Expenses

- \$ _____ 5600 - RE (must be signed by DRE)

Membership & Beloved Community

- \$ _____ 5701 · Supplies
- \$ _____ 5710 · Fellowship Events
- \$ _____ 5730 · Good Neighbors Program

- \$ _____ 5750 · Minister's Disc Fund

Governance & Leadership Dev

- \$ _____ 5810 · Classes-seminars
- \$ _____ 5820 · UUA Conferences
- \$ _____ 5910 · GA Delegate
- \$ _____ 5920 · PSD Delegate
- \$ _____ 6110 · Cong Meetings
- \$ _____ 6115 · BOT Supplies
- \$ _____ 6120 · BOT Discretionary

- \$ _____ 5051 - Minister Prof. Exp

Social Justice?

- \$ _____ 6010 · VIA - Supplies
- \$ _____ 6020 · Outside Organization Supp
- \$ _____ 6050 · Partner Church Support

Financial Expenses

- \$ _____ 6202 · Annual Stewardship Drive
- \$ _____ 6135 · Other fund-raising