

# First Parish in Portland, Unitarian Universalist Reimbursement or Check Request Form

**\*\*Three Reimbursement Requirements: Completed form, Attached receipts, Chair signature\*\***

**Requests for reimbursement may be submitted by one of the following methods:**

- Hand delivered to the Congregational Administrator
- Emailed to [office@firstparishportland.org](mailto:office@firstparishportland.org)
- Faxed to the First Parish Office: (207) 773-1777

**When submitting Reimbursement/Check Requests:**

- Attach copies of all receipts;
- This form must be signed by Committee or Program Chair with authority to approve expense **OR** ask the Committee or Program Chair to email their approval to [office@firstparishportland.org](mailto:office@firstparishportland.org)

**Today's Date:** \_\_\_/\_\_\_/\_\_\_

**Request submitted by:** \_\_\_\_\_ **Total amount of check\*:** \_\_\_\_\_

*\*Please be aware that as a tax-exempt organization, First Parish is not required to pay tax on purchases specifically for the church. You may pick up a copy of the tax-exempt certificate in the FP office to show at the time of purchase to avoid paying tax on church purchases.*

**Purpose of expenditure and additional comments:** \_\_\_\_\_

\_\_\_\_\_

**Make check payable to** (if new vendor, include full address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee/Program authorizing**

**Chair signature/ Budget Line to be Charged**

Administrative (Minister/Office Administrator)

\_\_\_\_\_

Building & Grounds (Chair)

\_\_\_\_\_

Faith in Action (Chair)

\_\_\_\_\_

Finance (Chair)

\_\_\_\_\_

Membership/Welcoming (Membership Coord.)

\_\_\_\_\_

Music/Choir (Music Director)

\_\_\_\_\_

Pastoral Care (Minister/Chair)

\_\_\_\_\_

Religious Exploration (Chair)

\_\_\_\_\_

Worship (Minister/Chair)

\_\_\_\_\_

Governance/Leadership (Minister/Board Pres.)

\_\_\_\_\_

Professional Expenses (Staff)

\_\_\_\_\_