

# 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)

When submitting Reimbursement/Check Requests:

- \* Attach copies of all receipts;
- \* This form must be signed by Committee Chair with authority to approve expense OR ask the Committee 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:** \_\_\_\_\_

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

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Committee/Program	Chair signature	Budget Line to be Charged (Rally for Justice, Pastoral Care, Welcoming Team, etc.)
Administrative (Minister/Congregational Administrator)		
Building & Grounds (Chair)		
Faith in Action (Chair)		
Membership/Welcoming (Membership Coordinator)		
Music/Choir (Music Director)		
Pastoral Care (Minister/Chair)		
Religious Exploration (Chair)		
Worship (Minister/Chair)		
Governance/Leadership (Minister/Board President)		
Professional Expenses (Staff)		