

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

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

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