

## Purchase and Reimbursement Form

Friends Congregational Church, UCC  
College Station, Texas

### GUIDELINES FOR BUDGET, PURCHASE REQUESTS, AND REIMBURSEMENT

#### Process for purchasing and reimbursement

Purchases made for Friends Church activities and programs occur regularly. The considerations and actions that should be made **prior to purchasing** are as follows:

1. Work with the Committee Chair or Deputy Moderator (DM) under which the ministry falls to determine the need, cost, timing, and availability of funds as determined by the Annual Statement of Faith and Mission (Budget).
2. Submit the Purchase and Reimbursement Request Form to the approver (Committee Chair or the DM of Programs or Trustees, or other supervisor as appropriate) prior to purchasing.
3. You may indicate you wish to use the Church Debit Card on the form and obtain it from the Treasurer. Note the expenditure limit on the card and keep all receipts. Return it to the Treasurer when purchase is complete.
4. If possible, utilize a vendor with whom we have an account, e.g. Walmart, Target, Lowes.
5. You may claim your purchase as tax exempt (a non-taxable purchase) by supplying the vendor with a **Texas Sales and Use Tax Resale Certificate**. The **Church's ID # is 74-2203200**.

After making your purchase, complete the Purchase and Reimbursement Request Form for reimbursement:

1. Fill out the second portion of the Purchase and Reimbursement Request Form and submit it to the appropriate "approver" for signature who will then forward it to the Treasurer for reimbursement and/or documentation.
2. All expenditures should be approved prior to the transaction occurring.
3. Approval is given for items purchased or services rendered from Budgeted Funds by the Committee Chairs.
4. Approval is given for items purchased or services rendered from Restricted Funds (BBQ, Slumber Falls, Youth Mission Trip, etc.) by the person designated to lead the project.

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### PURCHASE AND REIMBURSEMENT REQUEST FORM

#### PURCHASE REQUEST

Date: \_\_\_\_\_

COMMITTEE/MINISTRY: \_\_\_\_\_

Requestor: \_\_\_\_\_ Position: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ Request Debit Card: Yes \_\_\_\_ No \_\_\_\_

Details of purchase or service (items, timing, need): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Annual budget for ministry: \_\_\_\_\_ Current ministry balance: \_\_\_\_\_

\_\_\_\_\_  
*Requestor Signature*      *Date*

\_\_\_\_\_  
*Approver Signature*      *Date*

\_\_\_\_\_  
*Requestor Name (Printed)*

\_\_\_\_\_  
*Approver Name (Printed)*

*Submit for signature prior to purchase.*

#### REIMBURSEMENT REQUEST

Date: \_\_\_\_\_

Payee: \_\_\_\_\_ Amount \$\_\_\_\_\_

Used a Debit Card? Yes \_\_\_\_ No \_\_\_\_ Check Requested? \_\_\_\_\_

Memo to appear on check: \_\_\_\_\_

Other instructions? \_\_\_\_\_

Designate appropriate fund or describe ministry/program fund use: (see over)

\_\_\_\_\_

\_\_\_\_\_  
*Requestor Signature*      *Date*

\_\_\_\_\_  
*Approver Signature*      *Date*

\_\_\_\_\_  
*Requestor Name (Printed)*

\_\_\_\_\_  
*Approver Name (Printed)*

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**Upon completion of this form please submit it and your receipts to your committee chair who will submit it to the Treasurer. The form can be scanned and emailed or placed in the appropriate mailbox in the church office.**

### ACCOUNTS AND NUMBERS FOR REFERENCE

#	Administrative Funds
3100	Office/Computer Supplies
3010	Conferences
3110	Postage and Delivery
3130	Non-budgeted (Council Approval)
	<i>Building Rental</i>
3140	• Deposit Refund
3141	• Event Host Fee
	<i>Technology</i>
3161	• Website Hosting
3162	• Electronic Newsletter
3163	• Computer Software
	<b>Programs (4000)</b>
	Christian Ed (4011-4015)
4011	• Curriculum
4012	• Supplies
4013	• Vacation Bible School
4014	• Youth Group
4015	• Confirmation
	Evangelism
4023	• Miscellaneous
4024	• Radio
4027	• Internet Advertising
4030	Fellowship
	Justice and Missions
4041	• Brazos Food Pantry
4044	• Family Promise
4045	• BIIN
4046	• Sustainability Team
4047a	• Feast of Caring
4047b	• Faith Inclusion and Disability
4047c	• Community Conversations
4047d	• International Mission
4047f	• Rise Against Hunger
4050	Nurture
4060	Spiritual Life
	Worship
4071	• Supplies and Misc.
4072	• Music Copyright
4073	• Guest Musicians
4074	• Music
4075	• Piano Tuning

#	Trustees Funds
	Building and Property
5010c	• Major Repairs
5011	• Mowing Services
5012	• Pest Control
5013	• Repair and Maintenance Services
5014	• Building/Repair Supplies
5015	• Custodian
5017	• HVAC Maintenance
5019	• Accessibility Improvements
	Personnel
5050	• Personnel Advertising
5070	Stewardship
	Pastors
	<i>Senior Pastor</i>
5120	• Continuing Education
5123	• Mileage
512X	• Professional Expenses
5125	• Discretionary Fund
5126	• Other Travel
	<i>Associate Pastor</i>
5135	• Continuing Education
5138	• Mileage
5138a	• Professional Expenses
5139b	• Discretionary Fund
5138b	• Other Travel
	<b>Restricted</b>
9010	One time
9010	• Music ministry
9010	• Accessibility
9010	• Youth ministry
9010	• Other _____
9011	Crisis Fund (Council Approval)
9014	Youth Mission Trip
9020	Children's collection (Heifer)
9030	Journey
9040	Slumber Falls Retreat
9050	Capital Campaign
9060	BBQ Event
9500	SCC (5x5) Disbursements

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