

Fair Oaks Presbyterian Church Check Request Procedure

A check request should be submitted to the church Treasurer to reimburse a member for expenses already made on the church's behalf or to have a check sent to a vendor. Please follow these steps to submit a check request:

1. Get a new copy of the Check Request form from the Downloads/Forms section of the church website or from the church office. There is an Excel version for those who have Excel and would like to enter information using their computer. An Acrobat version is also available for writing in your information.
2. Complete the information requested.
3. Attach receipts on pieces of letter-size paper or make Xerox copies of the receipts. Number each receipt to correspond to the expense line number on the Check Request form. If you are requesting a check to be sent to a vendor, please attach a copy of all relevant documentation (e.g. invoice, request for deposit, etc.)
4. Attach the receipt(s) and/or documentation to the completed check request form and place them in the Treasurer's mailbox in the office or email them to the Treasurer, treasurer@fairoakspres.org, copying the Office Manager, office@fairoakspres.org.

Check requests are picked up after 5:00 p.m. on Friday. Checks for church staff, deacons, elders (or their spouses) will be available in their mailbox / folder after the worship service on Sunday. Checks for others will be mailed on Monday.

The following is some additional information for completing the form.

- Logos expenses must be submitted on a separate check request form from church expenses.
- If you are not sure of the account, please contact the church staff member or committee chair responsible for the expense or contact the Treasurer. A complete list of reimbursable accounts is available on the website in the Check Request Procedure document at <http://www.fairoakspres.org/forms.asp>.
- Blank check request forms, an example check request and a chart of accounts are also available in the Treasurer's mailbox in the church office.

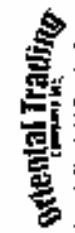
An example request follows.

Fair Oaks Presbyterian Church
Check Request Procedure

Nancy Van Der Griend

Pay to the order of:		Nancy Van Der Griend		
Requested by: (if different than payee)		Please include address if new vendor or if you are not sure the Treasurer has the address.		
Special Instructions / Comments:				
Operation Christmas Child Expenses				
Request Date:		Total Reimbursement:		209.33
9/30/2005		Account		Amount
Line	Vendor *	Description	Account	Amount
1	Oriental Trading Company	Assorted Toys	SG&M:Special Projects	62.55
2	Spangler Wholesale	Safety Pops (candy)	SG&M:Special Projects	15.17
3	Sam's Club	Legal Pads & snacks	Mission:Other	24.52
4	Deals	Box items	Mission:Other	5.44
5	Office Depot	Boxes	Mission:Other	21.66
6	USPS	Postage	SG&M:Special Projects	79.99
7				
8				
9				
10				
* NOTE: If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)				

Fair Oaks Presbyterian Church
Check Request Procedure



1200 S. 106th St., Omaha, NE 68137-1115
 (402) 341-5311 OR 1-877-333-2345
 Order Online at www.orientaltrading.com

Sold To: NANCY VAN DER GRIEND
 700 COLUMBIAN AVE
 OAK PARK, IL 60302-1556

Ship To: NANCY VAN DER GRIEND
 700 COLUMBIAN AVE
 OAK PARK, IL 60302-1556

INVOICE

Invoice # : 402002628-01
 Customer # : 1811616
 Order Date : 9/07/2005
 Page : 1
 Date : 9/07/05
 Time : 14:47:50
 Ship Via : Ground - Residential

Qty Ord	Qty Shp	UN	Item #	Description	Unit Price	Ext. Amt
1	1	DZ	IN-12/1801	PLASTIC PUZZLE BALLS	4.95	4.95
1	1	DZ	IN-20/190	WOOD GLITTER PRISM PADDLEBA	5.95	5.95
1	1	DZ	IN-20/137	JUMP ROPES W/WOOD HANDLES	8.95	8.95
1	1	UN	IN-9/69	MARBLE SET (41PCS/ST-12ST/	10.95	10.95
1	1	DZ	IN-27/975	WOODEN JACOB'S LADDERS	12.95	12.95
1	1	DZ	IN-12/457	TRANSPARENT KALEIDOSCOPES	3.95	3.95
1	1	DZ	IN-27/1050	WOODEN PAINTED SPIN TOPS	4.95	4.95
1	1	UN	IN-16/753	GID MAGNETIC BARS AND BALLS	5.95	5.95
1	1	DZ	IN-12/154	G-1-D BOUNCING BALLS (1-3/8	3.95	3.95
1	1	PC	AD-1/20373A	SCRAPBOOKING 1#373A OTC PIC	No Charge	No Charge
1	1	PC	AD-1/20345A	FALL CRAFT 1 #345 OTC PIC	No Charge	No Charge
1	1	PC	AD-1/20350A	HANDS ON FUN 3 DROP 1 OTC P	No Charge	No Charge
1	1	PC	AD-1/20343B	MAIN 2 DROP 2 OTC PICK ZONE	No Charge	No Charge
1	1	PC	AD-1/30053C	1V AUTUMN 03 - OTC PICK ZON	No Charge	No Charge

Subtotal	62.55	0.00	67.55	0.00	67.55
Shipping					
Tax					
Total	62.55	0.00	67.55	0.00	67.55

Payments has been charged to you \$62.55
 This order consists of 1 Pkgs.
 This is PKG# 1 of 1
 Visit us online anytime at OrientalTrading.com



Ord: 602002628 PKG: 1

EM #	UPC#	QTY	UN	DESCRIPTION
1753		1	UN	GID MAGNETIC BARS AND BALLS (100PC SET)
1754		1	DZ	G-1-D BOUNCING BALLS (1-3/8")
1750		1	DZ	WOOD GLITTER PRISM PADDLEBALL GAMES
1757		1	DZ	TRANSPARENT KALEIDOSCOPES
11901		1	DZ	PLASTIC PUZZLE BALLS
1137		1	DZ	JUMP ROPES W/WOOD HANDLES
1985		1	DZ	WOODEN JACOB'S LADDERS
1986		1	UN	MARBLE SET (41PCS/ST-12ST/5/UN)
1980		1	DZ	WOODEN PAINTED SPIN TOPS
30053C	NF	1	PC	1V AUTUMN 03 - OTC PICK ZONE
20315A	NF	1	PC	FALL CRAFT 1 #345 OTC PICK ZONE
20350A	NF	1	PC	HANDS ON FUN 3 DROP 1 OTC PICK ZONE
20343B	NF	1	PC	MAIN 2 DROP 2 OTC PICK ZONE
20373A	NF	1	PC	SCRAPBOOKING 1#373A OTC PICK ZONE

QTY = 9

Fair Oaks Presbyterian Church
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Spangler Wholesale
Order # 043361

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[Print](#) | [Close Window](#)

Wednesday, September 07, 2005 1:07:00 PM
IP: 131.193.138.144

Billing Information

Nancy Van Der Griend
708 Columbian Ave
Oak Park, IL 60302
Phone: 708-848-0865
E-mail: nvander@uillinois.edu

Shipping Information

Nancy Van Der Griend
708 Columbian Ave
Oak Park, IL 60302
Phone: 708-848-0865
E-mail: nvander@uillinois.edu

Payment Information

Payment Method : Mastercard
Exp Date MM/YY : 08/06
(Optional) Discount Code :
CC Auth Info : AUTHCODE=017752-->

Order Items

Qty	Part No	Name	Options	Price	Total
3	20044	Saf-T-Pops Asst 60 Ct Box		3.20	9.60

Totals

Sub Total : 9.60
Shipping Type : UPS Ground
Shipping : 6.17
Tax : 0.00
Total : 15.77

Fair Oaks Presbyterian Church
Check Request Procedure

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Our Business Is Saving
Your Business Money.



CLUB MANAGER TOM FIDANZIA
(708) 531 - 0807
Fax and Pull # (708) 531-0968
NORTHLAKE, IL
09/17/05 09 34 7799 6358 010 1955

X MEMBER 101-10572709319

THANK YOU,
FAIR OAKS PRESBYTERIAN CHURCH

✓ 49210 MEMBERS MARK	7.87 E
✓ 43362 ASPIC M TORAC	5.78 E
✓ 769840 JR LEGAL PAD	5.62 E
	SUBTOTAL 15.27
✓ 394572 CHEESE TRAY	10.87 E
✓ 749713 CARROT MINI	4.88 E
	SUBTOTAL 35.02
3647 3AL SKIM MILK	1.97 R
660536 2X CHDC MILK	2.48 R
345724 LETTUCE 2CT	1.87 R
248717 BABYSPINACH	3.48 R
3118 PARM CHEESE	4.88 R
403967 DRESSING	3.44 R
303277 COFFEE	8.42 R
303277 COFFEE	8.42 R
	SUBTOTAL 63.98
TAX 2 2.000 X	0.70
	TOTAL 70.68
	DISCV TENC 70.68
ACCOUNT #0313	
APPROVAL #	077914
CHANGE DUE	0.00

ITEMS SOLD 13

TC# 6472 4697 0728 5859 4941



Fair Oaks Presbyterian Church Check Request Procedure

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**UNITED STATES
POSTAL SERVICE**

***** WELCOME TO *****
RIVER FOREST PO
RIVER FOREST, IL 60305-1900
09/19/05 02:21PM

Store USPS
kfstn sys5003
cashier's Name
stock Unit Id
Phone Number
PS #

Trans 76
Cashier KP23C7
Michelle
MICHELLEWIN
800-275-8777
1615400305

1. Parcel Post 13.21
Destination: 28607
Weight: 25 lb. 13.20 oz.
Postage Type: PVI
Total Cost: 13.21
Base Rate: 13.21

2. Parcel Post 13.38
Destination: 28607
Weight: 26 lb. 13.00 oz.
Postage Type: PVI
Total Cost: 13.38
Base Rate: 13.38

3. Parcel Post 13.21
Destination: 28607
Weight: 25 lb. 7.80 oz.
Postage Type: PVI
Total Cost: 13.21
Base Rate: 13.21

4. Parcel Post 13.58
Destination: 28607
Weight: 28 lb. 0.00 oz.
Postage Type: PVI
Total Cost: 13.58
Base Rate: 13.58

5. Parcel Post 13.58
Destination: 28607
Weight: 27 lb. 6.00 oz.
Postage Type: PVI
Total Cost: 13.58
Base Rate: 13.58

6. Parcel Post 13.03
Destination: 28607
Weight: 24 lb. 13.80 oz.
Postage Type: PVI
Total Cost: 13.03
Base Rate: 13.03

total 79.99
total 79.99

MasterCard 79.99

<23-903330942-97>

MasterCard
CT NUMBER EXP CLERK ID
XX XXXX XXXX 3162 08/06 14
TH 080271 CREDIT TRANS # 341

SALES FINAL ON STAMPS AND POSTAGE.
FUNDS FOR GUARANTEED SERVICES ONLY.

Number of Items Sold: 6

Thank You
Please come again!
Visit our Web site at www.USPS.GOV

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OFFICE DEPOT
53 WEST, NORTH AVE.
NORTHLAKE, IL. 60164
(708) 409-8312

Employee 407584 09/18/05 14:56
Store #0365 Reg #004 Tran #3480
E POS Version 4.188

12444771 BX,CRR,21.50X15X12
& # 2.49 19.92

SUBTOTAL 19.92
IL 8.75% SALES TAX 1.74
TOTAL 21.66

MASTERCARD 3162 21.66

For a chance to Win
One of 40-\$100 or 1-\$1000
Quarterly Shopping Spree.
Visit us at
www.od.bizrate.com
En Espanol
ID: 4YZV9 RZV29 NFCW1

L2VP0R4QR4340RC

4

DEALS - 367 OAK PARK

36307 CASH# 0336 0363 004

DESC.	QTY	PRICE
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
DEALS CRAYONS	1	1.00
SUBTOTAL		5.00
IL SALES TAX 8.75%		.44
TOTAL		5.44

CASH TENDER 20.00
CHARGE 14.56
NOTHING OVER A \$ -- ALL SALES FINAL

9/17/05 11:19

Fair Oaks Presbyterian Church

Church Reimbursable Account Listing

Account	Abbreviation
Building and Grounds:Church:Capital Improvement	Capital Improvement
Building and Grounds:Church:Custodial Service	Custodial
Building and Grounds:Church:Maintenance	B&G Church Maint
Building and Grounds:Church:Supplies	B&G Supplies
Building and Grounds:Insurance	B&G Insurance
Building and Grounds:Manse:Maintenance	B&G Manse Maint
Building and Grounds:Manse:Utilities	B&G Manse Utilities
Christian Education:Adult Education	CE Adult Ed
Christian Education:Director:Continuing Education	CE Dir Continue Ed
Christian Education:Library and Subscriptions	CE Library
Christian Education:Logos Training and Support	CE Logos Training
Christian Education:Nursery Assistants	Nursery
Christian Education:Special Events, Other	CE Special
Christian Education:Sunday School Curriculum	SS Curriculum
Christian Education:Supplies	CE Supplies
Christian Education:Vacation Bible School	VBS
Christian Education:Youth Groups	Youth
Church Office:Copier Maintenance	Copier
Church Office:DSL Line	CO DSL
Church Office:Kitchen Supplies	CO Kitchen
Church Office:Office Supplies	CO Supplies
Church Office:Postage	Postage
Church Office:Printing/Press	Printing
Communications	Communications
Congregational Activities:Fellowship Events	Fellowship Events
Congregational Activities:First Sunday	First Sunday
Deacons	Deacons
Mission: A House in Austin	House in Austin
Mission: Beyond Hunger	Beyond Hunger
Mission: Housing Forward	Housing Forward
Mission: The Night Ministry	Night Ministry
Mission: RefugeeOne	RefugeeOne
Mission: Senior High Mission Trip	SHMT
Mission: Miscellaneous & Reserves	Misc. & Reserves
Other:Space Study	Space Study
Other:Stewardship	Stewardship
Outreach:Advertising	Advertising
Outreach:Printed Materials	Outreach Printed
Pastoral and Allowances:Educational and Professional	Pastorial Education
Pastoral and Allowances:Entertaining	Pastorial Entertaining
Pastoral and Allowances:Medical Deductible	Pastorial Medical
Program Staff:Program Director:Continuing Education	Program Education
Worship And Music:Continuing Ed	WM Education Director
Worship And Music:Continuing Ed:Choir Retreat	WM Retreat
Worship And Music:Continuing Ed:Concert	WM Concert
Worship And Music:Continuing Ed:Music Staff / Leaders	WM Education Leaders
Worship And Music:Continuing Ed:Organist Training	WM Education Organist
Worship And Music:Music Equipment:Equipment Maintenance	WM Equip Maint
Worship And Music:Music Equipment:New Equipment	WM Equip New
Worship And Music:New Music:Adult Choir	WM Adult Music
Worship And Music:New Music:Children Choirs	WM Childern Music

Fair Oaks Presbyterian Church Church Reimbursable Account Listing

Account	Abbreviation
Worship And Music:New Music:Handbell Choirs	WM Bell Music
Worship And Music:New Music:Instrumental / Vocal	WM Vocal Music
Worship And Music:Salaries & Musicians:Guest Musicians	WM Guest Musicians
Worship And Music:Salaries & Musicians:Guest Organist	WM Guest Organist
Worship And Music:Salaries & Musicians:Licenses & Memberships	WM Licenses
Worship And Music:Worship:Flowers	WM Flowers
Worship And Music:Worship:Pulpit Guests	WM Guest Pulpit
Worship And Music:Worship:Worship Supplies	WM Supplies

Fair Oaks Logos Logos Reimbursable Account Listing

Account	Abbreviation
Accompanist	Accompanist
Administrative:Misc.	Admin Misc
Administrative:Postage	Admin Postage
Bible Study:Curriculum	Bible Curriculum
Bible Study:Supplies	Bible Supplies
Crafts	Crafts
Family Fun:Decorations & Supplies	Decorations
Family Fun:Food	Food
Logos System Assoc.:Donation	Logos Donation
Logos System Assoc.:Mission Dues	Logos Dues
Miscellaneous	Misc
Musical / Yr End Celebration	Musical Y/E
National Logos Training	Logos Training
Nursery Assistants	Nursery
Parent Meetings / Training	Parents
Recreation	Recreation
Worship Skills:Curriculum	Worship Curriculum
Worship Skills:Music	Worship Misc
Worship Skills:Supplies	Worship Supplies
Xmas Cards / Yr End Recognition	Xmas Year End

Fair Oaks Presbyterian Church

Check Request

Pay to the order of:		Please include address if new vendor or if you are not sure the Treasurer has the address.		
Requested by: (If different than payee)				
Special Instructions / Comments:				
Request Date:		Check Total:		
Line	Vendor *	Description	Account**	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<p>* If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)</p> <p>** Church and Logos expenses must be submitted on separate forms.</p>				