

Fair Oaks Presbyterian Church

Expense Reimbursement Procedure

In order to take advantage of established vendor relationships and tax exemptions, church expenditures are best initiated through the church office or a staff member. From time-to-time, it is necessary for individuals to purchase items on behalf of the church. Budgeted expenses that are incurred by an individual will be reimbursed within 30 days after receipt of a completed reimbursement request form, often sooner. Reimbursements are processed on or around the 15th and last day of each month via Zelle, an electronic payment method that will deposit funds into the requestor's bank account. It is expected that all expenses, for which reimbursement is requested, have been incurred with the knowledge and approval of a pastor, Deacon moderator, or Session member overseeing the relevant program area. Therefore, you are encouraged to ensure you have appropriate approval when submitting a reimbursement request.

Reimbursement requests can be submitted using the forms found in the Forms and Documents section of the church's website and accessible here: <https://www.fairoakspres.org/downloads/>. The form is available in both fillable Excel and printable PDF formats. Completed forms and receipts can be emailed to the church office at office@fairoakspres.org or printed and delivered to the office in physical form.

In order for expenses to be reimbursed, itemized receipts or photocopies of itemized receipts (not a credit card statement, nor a credit card receipt showing only the total purchase) must be attached in pdf form or taped to an 8.5" x 11" sheet of paper. The Line number on the form should be added to the corresponding receipt to make it easier for verification. Then attach the receipts to the completed expense reimbursement form.

Requestors are also asked to denote the account to which the expense should be charged by referencing the account list found in the drop-down cells of the Excel version and in the pages to follow the pdf version of the reimbursement form. Please check with the Session committee chair, office manager, or treasurer to ensure you are charging the correct account for each expense. The requestor's name, address, email address and phone number, which are linked to the requestor's Zelle account must be included on the form in order for Zelle payment to be made.

If the requestor has not previously registered with Zelle, they will be prompted to do so, when payment is initiated. The requestor will receive notification via text and/or e-mail informing them that Fair Oaks Presbyterian Church is trying to send a payment. The message may come from the requestor's bank or from notification@thepaychoice.com, which is a legitimate sender. The requestor will have to click on the link imbedded in the e-mail, answer the appropriate security prompt(s), and confirm they've reviewed the terms & conditions and privacy policy to accept payment via Zelle.

A copy of the Terms and Conditions governing the electronic payment process can also be found on the church website and here <https://www.fairoakspres.org/downloads/>.