

Fair Oaks Presbyterian Church

Expense Reimbursement Request Form

Pay to the Order of:		Requested By:	
Street Address:		Phone <small>(linked to Zelle account):</small>	
City, State, Zip Code:		E-Mail <small>(linked to Zelle account):</small>	
Request Date:		Total Reimbursement:	

Instructions for Completing this Form
 Full address, phone and e-mail associated with your Zelle account must be listed above.
 Itemized receipts should be taped to an 8½x11" sheet of paper, labeled with the corresponding line number listed on the reconciliation form below, and attached to this reimbursement form.
 Reimbursements are paid twice monthly via Zelle (on or around the 15th and end of month). Submitters will receive notification from notification@thepaychoice.com to accept payment.

Line	Vendor Name	Description of Expense	Account <small>(See List of Reimbursible Accounts on Following Page)</small>	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Additional Notes from Requestor:

FAIR OAKS PRESBYTERIAN CHURCH

List of Reimbursable Accounts

Building and Grounds: Church: Custodial & Landscaping
Building and Grounds: Church: Maintenance & Improvements
Building and Grounds: Church: Supplies
Building and Grounds: Manse: Maintenance & Improvements
Building and Grounds: Other
Christian Education: Adult Education
Christian Education: Library & Subscriptions
Christian Education: LOGOS Summer Expenses
Christian Education: LOGOS Wednesday Decorations & Supplies
Christian Education: LOGOS Wednesday Food
Christian Education: Special Events, Other
Christian Education: Sunday School Curriculum
Christian Education: Youth Christian Education
Church Office: Kitchen Supplies
Church Office: Office Supplies
Church Office: Postage
Church Office: Recruiting
Church Office: Technology/Equipment
Church Office: Technology Services
Congregational Activities: Fellowship Events
Deacons: Hospitality
Deacons: Other
Faith in Action / Mission: Local Support
Faith in Action / Mission: Other
Faith in Action / Mission: Refugee Support

Miscellaneous
Other: Accounting Expenses
Other: Session Activities
Other: Stewardship
Outreach: Other
Programs: Senior High Mission Trip Fund
Programs: Youth Group
Staff Compensation: Associate Pastor Business & Professional
Staff Compensation: Associate Pastor Continuing Education
Staff Compensation: Associate Pastor Other
Staff Compensation: Continuing Education - Other Staff
Staff Compensation: Senior Pastor Business & Professional
Staff Compensation: Senior Pastor Continuing Education
Staff Compensation: Senior Pastor Other
Unknown
Worship & Music: Instrumental Equipment Maintenance
Worship & Music: Instrumental New Music
Worship & Music: Other
Worship & Music: Vocal New Music
Worship & Music: Flower Expense
Worship & Music: Sanctuary Visuals
Worship & Music: Worship Supplies