



REQUEST FOR VENDOR PAYMENT/ REIMBURSEMENT/SEED MONEY FOR APPROVED EXPENSES

PROCESS

The Chair and Finance Manager must have prior budget approval with a signed Memorandum Agreement on file.

INSTRUCTIONS

This form is to be completed for requesting Vendor Payment, Reimbursement, or Seed Money for any fundraiser, ministry, or organization activity. The Chair or Budget Account Owner is to submit this completed form to the Pastoral Administrator. If applicable, a copy of the purchase order is to be attached to this form.

Fundraiser/Ministry/Organization – Enter the name and date of the person completing the Request for Vendor Payment/Reimbursement/Seed Money for Approved Expenses form.

Phone Number and Email – Provide a phone number and email of the person completing the request form.

Request Category – Check only one type of request. A separate form is to be submitted for each request category. Provide the chart account number, vendor, description of expense item/request, purpose, and cost

Signature – This form requires the Budget Account Owner or Committee Chair's signature and date. Also indicate whether arrangements will be made to pickup the payment/reimbursement or if payment is to be mailed. If payment is to be mailed, please provide name and address.