

# Requests for Payment or Reimbursement

- For payments directly to a vendor (or for reimbursement of what you have paid to a vendor) please submit the **original** of the invoice in order to avoid duplication of payments. Feel free to keep a photocopy of the invoice for your personal files.
- For reimbursement for any payments you've made on your credit card, please submit a **photocopy** of the credit card receipt as you may need the original for your records. Feel free to obscure any printed credit card number to protect your privacy.
- Please use the "Request for Payment or Reimbursement" form (example below). These forms are available in the church office.
- The "payable to" line should be exactly as it should appear on the check.
- Staple the appropriate receipts to each "Request for Payment or Reimbursement" form.
- Enter the budget category # on the form. Some example of the more frequently-used budget categories are displayed on the back of the payment form.
- If you do not know the budget category number, describe what it is for and who (or what group) should be charged in the "Budget Description" line; use the "Memo" line for any other special instructions.
- Please sign your name in the space marked "Signature". If your signature tends towards the illegible, please also **PRINT** your name below the signature line.
- If you have questions about reimbursement, call Duane Gilbert, Monday-Friday (1-5 pm) at 942-3540, extension 69 or email at [dgilbert@unitedchurch.org](mailto:dgilbert@unitedchurch.org).

FAWPDOCS\Office Manager\reimbursement form rev.wpd May 18, 2005

## REQUEST FOR PAYMENT OR REIMBURSEMENT

\$ \_\_\_\_\_ payable to \_\_\_\_\_  
AMOUNT  
(address, if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget category to be charged: # \_\_\_\_\_  
(See other side for budget summary)

Budget Description \_\_\_\_\_  
(If budget category unknown)

Memo: \_\_\_\_\_  
(Used to tag expenditures to specific programs. For example, if charging against the maintenance budget, 1-5911 the Memo may read "Mulch.")

Signature: \_\_\_\_\_

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

UNITED CHURCH OF CHAPEL HILL  
1321 Martin Luther King Jr. Blvd  
Chapel Hill, NC 27514  
942-3540