Request for Expenditures & Reimbursement

EPC Presbytery of the Pacific

General Guidelines

- Attach original receipts, invoices and all packing lists.
- If in doubt regarding the appropriateness, check with clerk of the Presbytery of the Pacific prior to the expenditure.
- If prepayment is necessary, please give treasurer adequate time to prepare a check.

Reimbursable expenses:
Automobile mileage
Telephone-call reimbursement
Travel: (transportation, lodging, meals, misc.)
Miscellaneous (with preauthorization from the Clerk of Presbytery)

Date Requested:		
Amount Requested:		
Invoice #:		
Purpose/Justification:		
Purchased from:		
Purchase Information	*EPC PoP Wells Fargo Card:*	*Name* / *Last 4 digit's*
	Personal Cash/Check/ Credit Card:	
Check Payable to:		
Notes/Memo:		
Mailing Address:		
Requested by:		
Phone:		
Authorization:		

FOR AUTHORIZATION: *Ron Bengelink* *e: rbengelink@epcpac.org* *a: 19800 108th Ave SE, Kent, WA 98031*
REIMBURSEMENT: *Connie Badgley* *e: treasurer.pop@gmail.com* *a: PO Box 721, Marina, CA 93933*

Treasurer use only:

Paid Date:_____ Check # _____ Amount: $ _____

MINCOM		PRESBYTERY		STATED CLERK		OTHER	
	Meals		Meals		Travel		Discovery Workshop
	Travel		Travel		Meals		Treasurer Office Supplies
	Mileage		Mileage		Mileage		Honoraria
			Supplies		Office Supplies		