

REQUEST FOR EXPENDITURES & REIMBURSEMENT

EPC Presbytery of the Pacific Northwest

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 Northwest prior to the expenditure.
- If prepayment is necessary, please give treasurer adequate time to prepare a check.

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

Date Requested:			
Amount Requested:			
Invoice #:			
Purpose/Justification:			
Purchased from:			
Purchase Information	<i>EPC PNW Wells Fargo Card:</i>		
		<small>Name</small>	<small>Last 4 digit's</small>
	<i>Personal Cash/Check/ Credit Card:</i>		
Check Payable to:			
Notes/Memo:			
Mailing Address:			
Requested by:			
Phone:			
Authorization:			
<p><i>FOR AUTHORIZATION:</i> <i>Ron Bengelink</i> <i>e: rbengelink@epcpnw.org</i> <i>a: 19800 108th Ave SE, Kent, WA 98031</i></p> <p><i>REIMBURSEMENT:</i> <i>Connie Badgley</i> <i>e: treasurer.pop@gmail.com</i> <i>a: PO Box 721, Marina, CA 93933</i></p>			

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
	Commission Travel		Supplies		Office Supplies		
			Meeting Cost				