

Fair Oaks Presbyterian Church  
Check Request Procedure

A check request should be submitted to the church Treasurer to reimburse a member for expenses already made on the church's behalf or to have a check sent to a vendor. Please follow these steps to submit a check request:

1. Get a new copy of the Check Request form from the Downloads/Forms section of the church website or from the church office. There is an Excel version for those who have Excel and would like to enter information using their computer. An Acrobat version is also available for writing in your information.
2. Complete the information requested.
3. Attach receipts on pieces of letter-size paper or make Xerox copies of the receipts. Number each receipt to correspond to the expense line number on the Check Request form. If you are requesting a check to be sent to a vendor, please attach a copy of all relevant documentation (e.g. invoice, request for deposit, etc.)
4. Attach the receipt(s) and/or documentation to the completed check request form and place it in the Treasurer's mailbox.

Check requests are picked up after 5:00 p.m. on Friday. Checks for church staff, deacons, elders (or their spouses) will be available in their mailbox / folder after the worship service on Sunday. Checks for others will be mailed on Monday.

The following is some additional information for completing the form.

- Logos expenses must be submitted on a separate check request form from church expenses.
- If you are not sure of the account, please contact the church staff member or committee chair responsible for the expense or contact the Treasurer. A complete list of reimbursable accounts is available on the website in the Check Request Procedure document at <http://www.fairoakspres.org/forms.asp>.
- Blank check request forms, an example check request and a chart of accounts are also available in the Treasurer's mailbox in the church office.

An example request follows.

Fair Oaks Presbyterian Church  
Check Request Procedure

Nancy Van Der Griend

<b>Pay to the order of:</b> Nancy Van Der Griend		<small>Please include address if new vendor or if you are not sure the Treasurer has the address.</small>	
<b>Requested by:</b> (if different than payee)			
<b>Special Instructions / Comments:</b> Operation Christmas Child Expenses			
<b>Request Date:</b> 9/30/2005		<b>Total Reimbursement:</b>	<b>209.33</b>
<b>Line</b>	<b>Vendor *</b>	<b>Description</b>	<b>Account</b>
1	Oriental Trading Company	Assorted Toys	SG&M:Special Projects 62.55
2	Spangler Wholesale	Safety Pops (candy)	SG&M:Special Projects 15.17
3	Sam's Club	Legal Pads & snacks	Mission:Other 24.52
4	Deals	Box items	Mission:Other 5.44
5	Office Depot	Boxes	Mission:Other 21.66
6	USPS	Postage	SG&M:Special Projects 79.99
7			
8			
9			
10			
* NOTE: If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)			

Fair Oaks Presbyterian Church  
Check Request Procedure



1200 S. 106th St., Omaha, NE 68147-1115  
 (402) 341-3311 OR 800-451-7261  
 Order Online at www.orientaltrading.com

Sold To: NANCY VAN DER GRIEND  
 700 COLUMBIAN AVE  
 OAK PARK, IL 60302-1556

Ship To: NANCY VAN DER GRIEND  
 700 COLUMBIAN AVE  
 OAK PARK, IL 60302-1556

INVOICE

Invoice #: 402003628-01  
 Customer #: 18116916  
 Order Date: 9/20/2005  
 Date: 9/27/05  
 Time: 14:47:50  
 Ship Via: Ground - Residential

Qty Ord	Qty Ship	UN	Item #	Description	Unit Price	Ext. Amt
1	1	DZ	IN-12/1801	PLASTIC PUZZLE BALLS	4.95	4.95
1	1	DZ	IN-20/190	WOOD GLITTER PRISM PADDLEBA	5.95	5.95
1	1	DZ	IN-20/137	JUMP ROPES W/WOOD HANDLES	8.95	8.95
1	1	UN	IN-9/69	MARBLE SET (41PCS/ST-12ST/	10.95	10.95
1	1	DZ	IN-27/995	WOODEN JACOB'S LADDERS	12.95	12.95
1	1	DZ	IN-12/457	TRANSPARENT KALEIDOSCOPES	3.95	3.95
1	1	DZ	IN-27/1050	WOODEN PAINTED SPIN TOPS	9.95	9.95
1	1	UN	IN-16/753	GID MAGNETIC BARS AND BALLS	5.95	5.95
1	1	DZ	IN-12/154	G-1-D BOUNCING BALLS (1-3/8	3.95	3.95
1	1	PC	AD-1/20373A	SCRAPBOOKING 1#373A OTC PIC	No Charge	No Charge
1	1	PC	AD-1/20345A	FALL CRAFT 1 #345 OTC PICK	No Charge	No Charge
1	1	PC	AD-1/20350A	HANDS ON FUN 3 DROP 1 OTC P	No Charge	No Charge
1	1	PC	AD-1/20343B	MAIN 2 DROP 2 OTC PICK ZONE	No Charge	No Charge
1	1	PC	AD-1/30053C	1V AUTUMN 03 - OTC PICK ZON	No Charge	No Charge

Subtotal	62.55	Shipping	.00	Tax	.60	Discount	-0.00	Grand Total	63.15
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Payments has been charged to you \$62.15  
 This order consists of 1 Pkgs.  
 This is PKG# 1 of 1  
 Visit us online anytime at OrientalTrading.com



Ord: 602003628 PKG: 1

EM #	UPC#	QTY	UN	DESCRIPTION
1753		1	UN	GID MAGNETIC BARS AND BALLS (100PC SET)
1754		1	DZ	G-1-D BOUNCING BALLS (1-3/8")
1790		1	DZ	WOOD GLITTER PRISM PADDLEBALL GAMES
1757		1	DZ	TRANSPARENT KALEIDOSCOPES
11901		1	DZ	PLASTIC PUZZLE BALLS
1137		1	DZ	JUMP ROPES W/WOOD HANDLES
1985		1	DZ	WOODEN JACOB'S LADDERS
1986		1	UN	MARBLE SET (41PCS/ST-12ST/5/UN)
1960		1	DZ	WOODEN PAINTED SPIN TOPS
20053C	NF	1	PC	1V AUTUMN 03 - OTC PICK ZONE
20315A	NF	1	PC	FALL CRAFT 1 #345 OTC PICK ZONE
20350A	NF	1	PC	HANDS ON FUN 3 DROP 1 OTC PICK ZONE
20343B	NF	1	PC	MAIN 2 DROP 2 OTC PICK ZONE
20373A	NF	1	PC	SCRAPBOOKING 1#373A OTC PICK ZONE

QTY = 9

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**Spangler Wholesale**  
**Order # 043361**

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[Print](#) | [Close Window](#)

Wednesday, September 07, 2005 1:07:00 PM  
IP: 131.193.138.144

**Billing Information**

Nancy Van Der Griend  
708 Columbian Ave  
Oak Park, IL 60302  
Phone: 708-848-0865  
E-mail: nvander@uillinois.edu

**Shipping Information**

Nancy Van Der Griend  
708 Columbian Ave  
Oak Park, IL 60302  
Phone: 708-848-0865  
E-mail: nvander@uillinois.edu

**Payment Information**

Payment Method : Mastercard  
Exp Date MM/YY : 08/06  
(Optional) Discount Code :  
CC Auth Info : AUTHCODE=017752-->

**Order Items**

Qty	Part No	Name	Options	Price	Total
3	20044	Saf-T-Pops Asst 60 Ct Box		3.20	9.60

**Totals**

Sub Total : 9.60  
Shipping Type : UPS Ground  
Shipping : 6.17  
Tax : 0.00  
Total : 15.77

Fair Oaks Presbyterian Church  
Check Request Procedure

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Our Business Is Saving  
Your Business Money!



CLUB MANAGER TOM FIDANZIA  
( 708 ) 531 - 0807  
Fax and Pull # (708) 531-0968  
NORTHLAKE, IL  
09/17/05 09 34 7799 6358 010 1955

X MEMBER 101-10572709319

**THANK YOU,**  
FAIR OAKS PRESBYTERIAN CHURCH

✓ 44010 MEMBERS MARK	7.87 E
✓ 44362 ASPIC M TORSAC	5.78 E
✓ 769840 JR LEGAL PAD	5.62 E
	SUBTOTAL 19.27
✓ 394572 CHEESE TRAY	10.87 E
✓ 749713 CARROT MINI	4.88 E
	SUBTOTAL 35.02
3647 5AL SKIM MLK	1.97 R
660536 2X CHDC MILK	2.48 R
345724 LETTUCE 2CT	1.87 R
248717 BABYSPINACH	3.48 R
3118 PARM CHEESE	4.88 R
403967 DRESSING	3.44 R
303277 COFFEE	8.42 R
303277 COFFEE	8.42 R
	SUBTOTAL 63.98
TAX 2 2.000%	0.70
	TOTAL 70.68
	DISCV TENC 70.68
ACCOUNT #0313	
APPROVAL #	077914
CHANGE DUE	0.00

# ITEMS SOLD 13

TC# 6472 4697 0728 5859 4941



# Fair Oaks Presbyterian Church Check Request Procedure



**UNITED STATES  
POSTAL SERVICE**

\*\*\*\*\* WELCOME TO \*\*\*\*\*  
RIVER FOREST PD  
RIVER FOREST, IL 60305-1900  
09/19/05 02:21PM

Store USPS Trans 76  
kfstn sys5003 Cashier KP23C7  
Cashier's Name Michelle  
Stock Unit Id MICHELLEWIN  
Phone Number 800-275-8777  
PS # 1615400305

1. Parcel Post 13.21  
Destination: 28607  
Weight: 25 lb. 13.20 oz.  
Postage Type: PVI  
Total Cost: 13.21  
Base Rate: 13.21

2. Parcel Post 13.38  
Destination: 28607  
Weight: 26 lb. 13.00 oz.  
Postage Type: PVI  
Total Cost: 13.38  
Base Rate: 13.38

3. Parcel Post 13.21  
Destination: 28607  
Weight: 25 lb. 7.80 oz.  
Postage Type: PVI  
Total Cost: 13.21  
Base Rate: 13.21

4. Parcel Post 13.58  
Destination: 28607  
Weight: 28 lb. 0.00 oz.  
Postage Type: PVI  
Total Cost: 13.58  
Base Rate: 13.58

5. Parcel Post 13.58  
Destination: 28607  
Weight: 27 lb. 6.00 oz.  
Postage Type: PVI  
Total Cost: 13.58  
Base Rate: 13.58

6. Parcel Post 13.03  
Destination: 28607  
Weight: 24 lb. 13.80 oz.  
Postage Type: PVI  
Total Cost: 13.03  
Base Rate: 13.03

total 79.99  
MasterCard 79.99

<23-903330942-97>  
MasterCard  
CT NUMBER EXP CLERK ID  
XX XXXX XXXX 3162 08/06 14  
TH 080271 CREDIT TRANS # 341

SALES FINAL ON STAMPS AND POSTAGE.  
FUNDS FOR GUARANTEED SERVICES ONLY.

Number of Items Sold: 6

Thank You  
Please come again!  
Visit our Web site at [WWW.USPS.GOV](http://WWW.USPS.GOV)

OFFICE DEPOT  
53 WEST, NORTH AVE.  
NORTHLAKE, IL. 60164  
(708) 409-8312

Employee 407584 09/18/05 14:56  
Store #0365 Reg #004 Tran #3480  
E POS Version 4.188

12444771 BX, CRR, 21.50X15X12  
& R 2.49 19.92

SUBTOTAL 19.92  
IL 8.75% SALES TAX 1.74  
TOTAL 21.66

MASTERCARD 3162 21.66

\*\*\*\*\*  
For a chance to Win  
One of 40-\$100 or 1-\$1000  
Quarterly Shopping Spree.  
Visit us at  
[www.od.bizrate.com](http://www.od.bizrate.com)  
En Espanol  
ID: 4YZV9 RZV29 NFCM1  
\*\*\*\*\*



LZVP0R40R4340RC

DEALS - 367 OAK PARK

36307 CASH 0336 0363 004

DESC.	QTY	PRICE
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
PANOLIVE 4.5 OZ SO	1	1.00
DEALS CRAYONS	1	1.00
SUBTOTAL		5.00
IL SALES TAX 8.75%		.44
TOTAL		5.44

CASH TENDER 20.00  
CHARGE 14.56  
NOTHING OVER A \$ -- ALL SALES FINAL

9/17/05 11:19

# Fair Oaks Presbyterian Church

## Church Reimbursable Account Listing

Account	Abbreviation
Building and Grounds:Church:Capital Improvement	Capital Improvement
Building and Grounds:Church:Custodial Service	Custodial
Building and Grounds:Church:Maintenance	B&G Church Maint
Building and Grounds:Church:Supplies	B&G Supplies
Building and Grounds:Insurance	B&G Insurance
Building and Grounds:Manse:Maintenance	B&G Manse Maint
Building and Grounds:Manse:Utilities	B&G Manse Utilities
Christian Education:Adult Education	CE Adult Ed
Christian Education:Director:Continuing Education	CE Dir Continue Ed
Christian Education:Library and Subscriptions	CE Library
Christian Education:Logos Training and Support	CE Logos Training
Christian Education:Nursery Assistants	Nursery
Christian Education:Special Events, Other	CE Special
Christian Education:Sunday School Curriculum	SS Curriculum
Christian Education:Supplies	CE Supplies
Christian Education:Vacation Bible School	VBS
Christian Education:Youth Groups	Youth
Church Office:Copier Maintenance	Copier
Church Office:DSL Line	CO DSL
Church Office:Kitchen Supplies	CO Kitchen
Church Office:Office Supplies	CO Supplies
Church Office:Postage	Postage
Church Office:Printing/Press	Printing
Communications	Communications
Congregational Activities:Fellowship Events	Fellowship Events
Congregational Activities:First Sunday	First Sunday
Deacons	Deacons
Mission:Sr High Mission Trip	SHMT
Mission:USA & Local:FND Soup Kitchen Food	FND Food
Mission:USA & Local:FND Soup Kitchen Supplies	FND Supplies
Mission:USA & Local:FND Support	FND Support
Mission:USA & Local:Food Vouchers	Food Vouchers
Mission:USA & Local:West Suburban PADS Meals	PADS Meals
Other:Miscellaneous	Other
Other:Space Study	Space Study
Other:Stewardship	Stewardship
Outreach:Advertising	Advertising
Outreach:Printed Materials	Outreach Printed
Pastoral and Allowances:Educational and Professional	Pastorial Education
Pastoral and Allowances:Entertaining	Pastorial Entertaining
Pastoral and Allowances:Medical Deductible	Pastorial Medical
Program Staff:Program Director:Continuing Education	Program Education
Worship And Music:Continuing Ed	WM Education Director
Worship And Music:Continuing Ed:Choir Retreat	WM Retreat
Worship And Music:Continuing Ed:Concert	WM Concert
Worship And Music:Continuing Ed:Music Staff / Leaders	WM Education Leaders
Worship And Music:Continuing Ed:Organist Training	WM Education Organist
Worship And Music:Music Equipment:Equipment Maintenance	WM Equip Maint
Worship And Music:Music Equipment:New Equipment	WM Equip New
Worship And Music:New Music:Adult Choir	WM Adult Music
Worship And Music:New Music:Children Choirs	WM Childern Music

# Fair Oaks Presbyterian Church

## Church Reimbursable Account Listing

<b>Account</b>	<b>Abbreviation</b>
Worship And Music:New Music:Handbell Choirs	WM Bell Music
Worship And Music:New Music:Instrumental / Vocal	WM Vocal Music
Worship And Music:Salaries & Musicians:Guest Musicians	WM Guest Musicians
Worship And Music:Salaries & Musicians:Guest Organist	WM Guest Organist
Worship And Music:Salaries & Musicians:Licenses & Memberships	WM Licenses
Worship And Music:Worship:Flowers	WM Flowers
Worship And Music:Worship:Pulpit Guests	WM Guest Pulpit
Worship And Music:Worship:Worship Supplies	WM Supplies



## Fair Oaks Logos Logos Reimbursable Account Listing

Account	Abbreviation
Accompanist	Accompanist
Administrative:Misc.	Admin Misc
Administrative:Postage	Admin Postage
Bible Study:Curriculum	Bible Curriculum
Bible Study:Supplies	Bible Supplies
Crafts	Crafts
Family Fun:Decorations & Supplies	Decorations
Family Fun:Food	Food
Logos System Assoc.:Donation	Logos Donation
Logos System Assoc.:Mission Dues	Logos Dues
Miscellaneous	Misc
Musical / Yr End Celebration	Musical Y/E
National Logos Training	Logos Training
Nursery Assistants	Nursery
Parent Meetings / Training	Parents
Recreation	Recreation
Worship Skills:Curriculum	Worship Curriculum
Worship Skills:Music	Worship Misc
Worship Skills:Supplies	Worship Supplies
Xmas Cards / Yr End Recognition	Xmas Year End

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## Check Request

<b>Pay to the order of:</b>		Please include address if new vendor or if you are not sure the Treasurer has the address.		
<b>Requested by:</b> (If different than payee)				
<b>Special Instructions / Comments:</b>				
<b>Request Date:</b>		<b>Check Total:</b>		
Line	Vendor *	Description	Account**	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<p>* If this is a reimbursement for money that you paid to one or more vendors, please include the vendor names as they appear on the receipt(s)</p> <p>** Church and Logos expenses must be submitted on separate forms.</p>				