

Fair Oaks Presbyterian Church

Expense Reimbursement Procedure

In order to take advantage of established vendor relationships and tax exemptions, church expenditures are best initiated through the church office or a staff member. From time-to-time, it is necessary for individuals to purchase items on behalf of the church. Budgeted expenses that are incurred by an individual will be reimbursed within 30 days after receipt of a completed reimbursement request form. Reimbursements are processed at the end of each month via Zelle, an electronic payment method that will deposit funds into the requestor's bank account. It is expected that all expenses for which reimbursement is requested have been incurred with the knowledge and approval of a pastor, Deacon moderator, or Session member overseeing the relevant program area. Therefore, you are encouraged to ensure you have appropriate approval when submitting a reimbursement request.

Reimbursement requests can be submitted using the forms found in the Forms and Documents section of the church's website and accessible here: <https://www.fairoakspres.org/downloads/>. The form is available in both fillable Excel and printable PDF formats. Completed forms and receipts can be emailed to the church office at office@fairoakspres.org or printed and delivered to the office in physical form.

In order for reimbursements to occur, itemized receipts or photocopies of itemized receipts (not a credit card statement, nor a credit card receipt showing only the total purchase) must be attached in pdf form or taped to an 8.5" x 11" sheet of paper. The Line number on the form should be added to the corresponding receipt to make it easier for verification. Then attach the receipts to the completed expense reimbursement form.

Requestors are also asked to denote the account to which the expense should be charged by referencing the account list found in the drop down cells of the Excel version and in the pages to follow the pdf version of the reimbursement form. Please check with the Session committee chair or the Treasurer to ensure you are charging the correct account for each expense. The requestor's name, address, email address and phone number, which are linked to the requestor's Zelle account must be included on the form in order for Zelle payment to be made.

If the requestor has not previously registered with Zelle, they will need to do so for payment to be completed. (The requestor will receive a text or email asking them to register when payment is attempted).

To accept a payment via Zelle, please use the following unique identification code for Fair Oaks: FOPC744

A copy of the Terms and Conditions governing the electronic payment process can also be found on the church website and here <https://www.fairoakspres.org/downloads/>.