

# Fair Oaks Presbyterian Church

## Expense Reimbursement Request

|                              |  |  |  |
|------------------------------|--|--|--|
| <b>Pay to the Order of:</b>  |  | <b>Requested By:</b>                                   |  |
| <b>Street Address:</b>       |  | <b>Phone</b> <small>(linked to Zelle account)</small>  |  |
| <b>City, State, Zip Code</b> |  | <b>E-Mail</b> <small>(linked to Zelle account)</small> |  |

Payments will be made via Zelle. Full address, cell phone and email linked to Zelle account must be listed above. Itemized receipts should be taped to an 8½x11" sheet of paper and attached for reimbursement to occur. Recipients will use the code **FOPC744** to receive the payment.

|      | Request Date: |                        | Total Reimbursement:                                |        |
|------|---------------|------------------------|---|--------|
| Line | Vendor Name   | Description of Expense | Account <small>(See list of Accounts Below)</small> | Amount |
| 1    |               |                        |   |        |
| 2    |               |                        |   |        |
| 3    |               |                        |   |        |
| 4    |               |                        |   |        |
| 5    |               |                        |   |        |
| 6    |               |                        |   |        |
| 7    |               |                        |   |        |
| 8    |               |                        |   |        |
| 9    |               |                        |   |        |
| 10   |               |                        |   |        |

**Additional Notes from Requestor:**

**FAIR OAKS PRESBYTERIAN CHURCH**  
**Reimbursable Account List**

**Account Name**

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Buildings & Grounds: Church: Maintenance and Improvements  
Buildings & Grounds: Church: Supplies  
Buildings & Grounds: Church: Technology  
Buildings & Grounds: Manse Maintenance and Improvements  
Buildings & Grounds: Other  
Christian Education: Adult Education  
Christian Education: LOGOS Summer Expense  
Christian Education: LOGOS Wednesday Decorations & Supplies  
Christian Education: LOGOS Wednesday Food  
Christian Education: Special Events/Other  
Christian Education: Sunday School Curriculum  
Christian Education: Youth Christian Education  
Church Office: Equipment/Technology  
Church Office: Kitchen Supplies  
Church Office: Office Supplies  
Church Office: Postage  
Congregational Activities: Fellowship Events  
Deacons: Hospitality  
Deacons: Other  
Faith in Action / Mission: Local Support  
Faith in Action / Mission: Other  
Faith in Action / Mission: Refugee Support  
Miscellaneous  
Other: Session Activities  
Other: Stewardship  
Outreach: Centennial Celebration  
Outreach: Other  
Programs: Adult Ministry  
Programs: Senior High Mission Trip

Programs: Youth Groups

Staff Compensation: Associate Pastor: Auto & Telephone Allowance

Staff Compensation: Associate Pastor: Educational & Professional

Staff Compensation: Associate Pastor: Entertaining

Staff Compensation: Associate Pastor: Other

Staff Compensation: Associate Pastor: Recruiting & Relocation

Staff Compensation: Christian Education Director: Auto & Telephone Allowance

Staff Compensation: Christian Education Director: Educational & Professional

Staff Compensation: Christian Education Director: Entertaining

Staff Compensation: Senior Pastor: Auto & Telephone Allowance

Staff Compensation: Senior Pastor: Educational & Professional

Staff Compensation: Senior Pastor: Entertaining

Staff Compensation: Senior Pastor: Other

Unknown

Worship & Music: Instrumental Music: Equipment Maintenance

Worship & Music: Instrumental Music: New Music

Worship & Music: Other

Worship & Music: Vocal Music: New Music

Worship & Music: Worship: Flower Expense

Worship & Music: Worship: Sanctuary Visuals

Worship & Music: Worship: Supplies