

Purchase Reimbursement Form

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Instructions

We have a new form approved by the church board to use when you turn in receipts for reimbursement or need the church to write a check to pay for supplies, programs, etc, in advance. I greatly appreciate that many of you take the time to shop for the church supplies! Using this form will hopefully make it easier for bookkeeping and auditing and to get your reimbursements to you quickly. Here are a couple suggestions for filling out the form:

1. If you're submitting long lists of similar types of things, such as groceries, flowers, or SS supplies, it isn't necessary to list each item. You can instead list, e.g. "Groceries for Sab Cafe," or "Flowers for sanctuary," or "Primary SS supplies". This works especially well, if you can have the church items rung up separately for you so you will have them totaled. I know some of you are already doing this, and I also realize this isn't always possible or necessary--just might make it easier.
2. If the receipt does not tell specifically what an item is (sometimes it just lists the SKU#), please list it separately on the form telling what it is.
3. If you're the head/chairman of the Department, you are the one to authorize the purchase (as long as you remain within your budget). It's OK to complete the form as the one who authorized and also purchased the items if that is the case.
4. If you're not the Head/Chairman, make sure the purchase is authorized by the department Head/Chairman, Finance Committee, or Church Board prior to making it, or you may be responsible for the purchase.
5. Items for different departments MUST be on separate lines.
6. Attach your Original receipts to the form. Make a copy for your records. (Some items require an original receipt to return them for repair or return by the church.) Receipts for major items should be filed with the warrantee cards by the Church Office.
7. Warrantee Cards or other purchases should be registered in the name of the Chehalis SDA Church, 120 Chilvers Road, PO BOX 1263, Chehalis, WA 98532 - (360) 748-4330`
8. Forms are avialable online for download or from the church office. A quantity will be available next to my box in the church office.
9. Online forms should be downloaded, filled in, saved on your computer, printed - signed - receipts attached and turned in. (Do not email because they must be signed)
10. In the church office, there is a black rack on the wall near the door to the pastor's study. The top slot is for things for the Treasurer. You can put your papers for the treasurer in that, or give them to Tara, or mail them to the church to my attention.

Some of you have asked about getting a receipt for donations of goods you purchase for the church. Unfortunately the Conference (IRS rules) does not allow us to issue cash receipts for those items unless you donate the actual cash (check). However, it is appropriate for you to be reimbursed for things that many of you purchase for authorized church needs and department supplies. If you make a monetary donation, that is fully tax deductible and helps to offset these reimbursement costs.

Thanks so much for your support of our church and all the departments that make it work! We want this form to make it easy for you to be reimbursed or have payments made when needed as well as keep us fiscally responsible, so please provide feedback to [me](#) if you have suggestions about this or other matters related to the church finances.

The Treasurer

