



## St. Paul Lutheran Church EXPENSE REIMBURSEMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Items purchased and their intended use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ministry team item purchased for

\_\_\_\_\_

Amount \$ \_\_\_\_\_

*Receipt must be attached*

Requestor Signature \_\_\_\_\_

Approval Signature \_\_\_\_\_  
(Team Lead, Supervisor, Church Treasurer)

Today's Date \_\_\_\_\_

### SALES TAX WILL NOT BE REIMBURSED

St. Paul Lutheran is a tax-exempt entity. If you need the tax-exempt form, please request it from the Finance Office.

Reimbursement Guidelines are on back of form



## St. Paul Lutheran Church Guidelines for REIMBURSEMENT OF EXPENSES

In order to qualify for reimbursement of purchases made on behalf of St. Paul Lutheran Church (SPLC), the following guidelines must be followed:

1. To the extent possible, all purchases should be done through the finance office. If you are unable to plan ahead and need to purchase items immediately, please contact the finance office for prior approval of purchases. Please note: Any purchase over \$200 [including multiple purchases that add up to \$200 or more for the same project or \$200 for the same person within a calendar month] must be approved by the Church Council. If a request for reimbursement is for more than \$200, and it has not been approved by Church Council, it will not be reimbursed.
2. If a situation does exist where a purchase does not go through the finance office, or the finance office has given approval for an individual to purchase items; a reimbursement form must be filled out completely before the finance office is able to issue repayment. All forms must have the following:
  - a. The requestor's complete name and contact information
  - b. A receipt attached to the form for the items purchased
  - c. A written description of the items purchased and their intended purpose
  - d. Which ministry team the purchase is intended for
3. SPLC has tax exempt status and therefore the finance office will not reimburse for sales tax. Please contact the finance office for the appropriate form to bring with you to the store to avoid paying sales tax.
4. Request for reimbursement must be made within 30 days of the purchase.
5. All requests for reimbursement will be reviewed by the finance office and Church Council, if necessary.
6. If all of the conditions are met, reimbursement checks will be issued within 14 days of receiving all documentation.
7. For questions, preapproval and/or tax-exempt forms, please contact [treasurer@SharingChristLove.org](mailto:treasurer@SharingChristLove.org)

Responsible Team	Finance
Guidelines Created	July 2018
by Church Council	July 18, 2018
Revised	-