



St. Paul's United Church of Christ

47 S. Whiteoak Street

Kutztown, PA 19530

610-683-3393

INSTRUCTIONS FOR PURCHASES & REIMBURSEMENT

The following is a step-by-step process for making purchases as well as requesting reimbursement for purchases made.

1. For *future* purchases, please complete **Form F-03** and check the Purchase request portion of the form.
2. For reimbursement of items *already purchased*, please complete **Form F-03** and check the Reimbursement portion of the form.
3. If you are *requesting* to purchase items, the form must be submitted to the appropriate party and will be returned to the requester upon approval.
 - A. Upon *approval* of the purchase, go ahead and purchase items as listed on Purchase Request form.
 - B. Submit this form to the Cheryl Ziegler, treasurer or drop off at the church office.
4. If you are requesting to be reimbursed for items previously purchased, submit **Form F-03** including all approvals, receipts and invoices.
5. Considering the previous steps were followed, purchase or reimbursement will be processed.
(Please note checks are processed on a Friday and ready for pick up on Sunday. Please take this time frame into consideration when submitting reimbursement requests).