

Check/Reimbursement Request Procedure

You may choose either a paper format or an electronic format, whichever is easier for you. In order to process your request successfully, please include the following information:

1. The name and address of the person or organization to be paid.
2. The account being charged. If you do not know the specific name of the line item of the budget, please contact me or the Parish Admin. If your total amount needs to be split to multiple accounts please use separate lines for each account.
3. Your name, contact information, and affiliated committee or group, and the signature of one of the people responsible for the group. If the request is submitted by email, the responsible person's name typed at the bottom of an email sent from their email address is fine. Note that all reimbursement requests for your group should come from the person responsible for the budget.
4. Invoice or receipt showing the amount requested. This can be the original, copy, or scanned image.

If you are submitting electronically, please send your request to **both** the Parish Administrator (office@uuwayland.org) **and** our bookkeeper, Leo Monzon (lmonzon@uuwayland.org) with "Reimbursement Request" in the subject line. An email chain with the requested information is fine. We do ask that if you are forwarding an email chain please repeat the relevant information in the text of your email.

If you are submitting a paper request, please put it into the wire basket outside the Parish Office. (Blank paper request forms are available in the box next to the Parish Office Desk.)

If you have any questions, please feel free to contact me Treasurer@uuwayland.org or Karen at office@uuwayland.org.

Thank you for all you do for First Parish!

Heather

Heather Felton, Treasurer

**First Parish in Wayland
Request for Payment/Reimbursement**

Date:

Payee Name:

Payee Address:

Amount:

Account Name	Account Number (office use)	Description	Amount

Submitter Name:

Email Address:

Phone Number:

Committee/Group:

Name/Contact Information of Person Responsible for Budget (if different from submitter):

Please include all receipts and send to office@uuwayland.org and lmonzon@uuwayland.org.
You may also drop off at the Parish Office.

Thank you!

Heather Felton, Treasurer
Treasurer@uuwayland.org

Leo Monzon, Bookkeeper
lmonzon@uuwayland.org

Karen Plaskon, Parish Administrator
office@uuwayland.org
(508) 358-6133