

COMMITTEE PAY EXPENSE FORM

Please complete both sides of this form for any purchases made for parish purposes. Circle all parish expenses on the receipt and staple to this form.

Any pre-payment requests must be submitted two weeks in advance of event to allow time for processing payment. Please submit the final invoice to the parish office within two weeks following the event.

Basic Information

Your Name _____ Date _____

Type of Pay Request: Reimbursement (Complete Check Info Below)

Pre-Payment (Complete Check Info Below)

Date Check Needed For Pre-Payment _____

Used Parish Charge Card (Write Total Amount of Expenses in Check Info below)

Store Name _____

Store Address (if not printed on receipt)

Store Phone (if available) _____

Check Information

Make Check Payable to _____

Address _____

Total Amount of Check _____

Any Additional Information

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Write in dollar amounts of expenses incurred in the correct account slot. Write total amount of expenses on other side in the Check Information section.

Community Life			Formation & Education			Liturgy		
\$ Amt	Acct	Type	\$ Amt	Acct	Type	\$ Amt	Acct	Type
	53302	Supplies		53445	Stewardship		52150	Coffee & Donuts
	53305	RCIA Reception		53450	Workshops		52155	Paper Products
	53310	Parish Picnic Expense		54200	Parish Renewal		52805	Environment / Flowers
	53315	Golf Outing		54250	Family Camp		52810	Library Materials
	53320	Fall Outing / Chili Cook-off		55400	Faith Sharing		52820	Liturgical Consumable Sup
	53335	Graduation Brunch		55510	M.O.M.S. Journey		52825	Other Liturgical Supplies
	53390	Funerals		56330	Books & Materials		52830	Missalettes
	53391	Parking Lot Party		56350	Adult Formation		52850	Liturgy Workshops
	53393	Dedication Food/Supplies		56351	Adult Lecture Series			
	53395	Volunteer Appreciation						

Social Concerns

\$ Amt	Acct	Type	\$ Amt	Acct	Type	\$ Amt	Acct	Type
	54001	Operating Budget		54165	Community Health Free Clinic		56315	Birthday
	54005	Money / Aid to Families		54166	St. Vincent de Paul		57250	Operation Rice Bowl
	54007	Henry Davison Youth Center		54170	Chicago Urban Plunge		57721	Quarter 1 Alms
	54149	Discovery Living		56305	Habitat for Humanity		57722	Quarter 2 Alms
	54151	Advent Giving Tree		56311	Catholic Worker House		57723	Quarter 3 Alms
	54159	Christmas in July		56312	Housing Shelter / Agency Cont		57724	Quarter 4 Alms
	54164	Willis Dady Shelter						