

Reimbursement / Payment Request Form

Requests must be submitted by Monday of each week for processing by the following week.

Attach all invoices / receipts and return to the church office or via email to office@edgebrookcovenant.org.

Date submitted:

Date needed:

Name of Recipient / Vendor:

Preferred method of payment (select one):

- ☐ Check via mail (include recipient mailing address below)
- ☐ ACH electronic money transfer (include recipient email address below)
- ☐ Online bill pay (include vendor email address below)
- ☐ Other:

Recipient / Vendor Email Address:**Recipient / Vendor Mailing Address:**

Budget Line Item	Amount
TOTAL:	

Describe the expenses:

Don't forget to attach all invoices / receipts.

PROCESS FOR REIMBURSEMENTS AND PAYMENT REQUESTS

Thank you for your patience as we all live into this new way of processing reimbursements and check requests.

Please fill out this form **for reimbursement and payment requests**.

- If receipts are available, make copies or attach the original(s) to the form. When completed, please submit the form to the Office Manager: electronically by scanning and emailing or delivering it to the church office.
- If you do not know the name of the Budget Line Item, consult the annual budget or contact the Office Manager for assistance at office@edgebrookcovenant.org or (773) 763-4230, ext. 101.
- Reimbursements and check requests must be made **no later** than Monday for processing that week.

After you submit the form to the church office:

- The form and receipt(s) will be scanned by the office manager and sent to our bookkeeper.
- The bookkeeper will have a reimbursement prepared by the bank and sent to you. Whenever possible, the bookkeeper will attempt to fulfill your reimbursement electronically. If you have not previously received an electronic reimbursement, the bookkeeper will likely reach out to you with a request to reimburse you electronically.
- If a physical check is preferred, then the check will be mailed to the person noted as “Vendor,” unless an alternate address is noted.

Please note: this process can take between 10-14 days (including mailing time; shorter if electronic transfer is approved). When making check or reimbursement requests, please plan ahead and consider the time it will take to complete the entire process.

If you have questions about the process, please contact the Church Treasurer at treasurer@edgebrookcovenant.org