

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
PAYMENT AND REIMBURSEMENT PROTOCOL**

Follow these procedures to purchase goods or services on behalf of the church:

1. Goods or services purchased on behalf of a committee must be approved by the chair of that committee. Purchases for religious education purposes must be approved by the Director of Lifespan Religious Education. Church office, kitchen, and janitorial supplies must be approved by the office manager. Any other purchases must be approved by the minister. Vouchers submitted without appropriate approval will not be processed.
2. To make purchases you may do one of three things: pay out of pocket, have a bill sent to the church, or have the office manager make the purchase with the church credit card. Credit card purchases must be evaluated on a case by case basis, as not all items can be purchased this way. Check with the office manager for more information.
3. To make a **direct payment to an organization or business by check**, complete a voucher (Addendum 1) and attach an invoice or bill regarding the purchase. Have the chair of your group or other appropriate authority sign the voucher. Give the voucher to the office manager for processing.
4. To obtain **reimbursement of a purchase you paid out of pocket**, complete a voucher and attach the receipt(s.) Have the chair of your group or other appropriate authority sign the voucher. Again, make sure you obtain approval before making any purchases. Give the voucher to the office manager for processing. If you choose to pay out of pocket, please use the tax exemption form (Addendum 2) so that taxes are not charged.
5. Vouchers are processed and checks written once every two weeks. Contact the office manager if an emergency arises that requires payment outside of the regular check writing schedule.

ADDENDUM 1 - VOUCHER

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
VOUCHER**

**Use staple to attach receipts or proof of expenditure.
Submitting a voucher without documentation will delay payment.**

Check payable to:
Address: _____ _____ _____

Account name & number (budget or reserve)	Purpose of expense	Amount
		\$
		\$
		\$
		\$
TOTAL		\$

Requested By: _____ **Date:** _____

Contact information for requestor (in case of questions): _____

Approved By (name/title): _____ **Date:** _____

ADDENDUM 2 – Tax Exemption Form

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency First Unitarian Universalist Church of San Antonio	#74-1316496
Address (Street & number, P.O. Box or Route number) 7150 W Interstate 10	Phone (Area code and number) 210-344-4695
City, State, ZIP code San Antonio, TX 78213-3465	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Religious Organization, 501 (c) (3)

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.