Payment Requisition - Presbytery of the Twin Cities Area

Today's Date: ____________________ Payment Date: ____________________ Online/ACH ____

MAKE CHECK PAYABLE TO: ____

ADDRESS: ____

REASON FOR PAYMENT: ____

SPECIAL INSTRUCTIONS: ____

ACCT # *(see list below)*	ACCOUNT NAME	AMOUNT	APPROVAL SIGNATURE / DATE *(Over $5,000 needs 2 signatures)*	1099?*
		$		( )
		$		( )
		$		( )
		$		( )

TOTAL AMOUNT PAYABLE $ ____________________

** Place a check mark in the 1099 column if the payee is an individual, LLC, or partnership (unless the payment is a reimbursement or grant).*

Instructions:

1. *Fill each field to the best of your abiity, including a reason for each request and an account number from the list below.*
2. *Place check mark in the 1099 column if the payee is an individual, LLC, or partnership (unless the payment is a reimbursement or grant).*
3. *Include receipts.*
4. *Email completed forms, receipt copies, and any necessary explanations to Laura at accounting@ptcaweb.org.*
5. *Aprovals can be obtained from the Treasurer and/or one or both Co-Executive Presbyters.*

Often-used PTCA Expense Account Numbers (and associated funds)

Committees & Teams *(Operating Fund)*

50400	COM Committee expenses
50410	COM Background checks & training
50420	COM Congregational Crisis Grants
50530	COM Educational programs
50560	COM Subscriptions
50580	COM Boundary Training
50600	CPM Committee expenses
50620	CPM Vocational Testing
50300	MSG Committee expenses
50960	OTH Committee expenses
50980	NOM Committee expenses
50990	REP Committee expenses
50900	BOT Committee expenses
50700	PLT Committee expenses
50710	PLT Moderator expenses
50720	PLT Presbytery meeting expenses
50730	PLT Anti-racism Task Force expenses
50740	PLT Race & Equity Report expenses
50780	PLT Clergy/Leader Retreats
50800	PER Committee expenses
50810	PER Staff recognition expenses
50820	PER Staff Search expenses
50830	PER Staff Consultation expenses

Administrative *(Operating Fund)*

50200	Office expenses
50210	Postage expenses
50266	Small Equip. & Software
50235	Legal (General)
50296	Legal (Andrew Riverside)

Andrew Riverside *(A. Riverside Fund)*

22210	Expenses
23070	Programs

Grant Disbursement *(and Associated Funds)*

22130	Livingston Scholarship Grants
22330	Strategic Ministry Grants
22270	Community Partner Grants
22310	Community Care Grants
22250	BOP Transition Grants
22260	Ministry Imagination Grants
22290	Leadership Development Grants
22320	Individual Emergency Grants
22280	BIPOC Seed Funding Capacity
50322	Anti-racism Capacity Building

List of Committees & Teams

- COM - Commission on Ministry
- CPM - Committee on Prep. for Ministry
- MSG - Mission, Scholarships, Grants
- NOM - Nominating
- REP - Representation
- BOT - Board of Trustees
- PLT - Presb. Leadership Team
- PER - Personnel Committee
- OTH - Other Committees

Revised: 9/3/2026