

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 # <i>(see list below)</i> | ACCOUNT NAME | AMOUNT | APPROVAL SIGNATURE / DATE <i>(Over \$5,000 needs 2 signatures)</i> | 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 ability, 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. Approvals 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
- 50600 CPM Committee expenses
- 50610 CPM Inquirer & Candidate reimbursements
- 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
- 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