

Steps for Obtaining Cell Grant Money and Reimbursement

1. Use the green First Parish Check Request Form which is available in the Church Office. (A copy of the form is found below. Use green copy paper if you use this form).
2. You must use your Grant Number on the green form to receive payment and reimbursement. Enter that number on the “Charge to Budget Line or Cell Grant Number”. Return the completed form along with attached receipts to the Treasurer’s Church mailbox.
3. If you are purchasing sales-taxable items, contact the Church Administrator, Lenore at admin@uudux.org, for a copy of the Massachusetts Tax Exempt Form and present the paper to the vendor prior to making your purchase/s.
4. If it is inconvenient for you to get over to the Church Office during regular office hours, take a photo of your receipt and email it to Lynn Marples, accounting@uudux.org. He will need the information found on the green form.
5. Reimbursement checks will be left in the church mailbox for you to pick up. Checks to third parties will be mailed directly to them.
6. Special Situations:
 - a. PRINTING: If the Church copier cannot satisfy your needs, we have an account with We Print Today in Kingston. Just tell them to bill First Parish UU Church of Duxbury. You will not need to pay. However, be sure to tell them to use your Cell Grant number. Turn in an invoice to Lynn Marples or take a picture of the invoice and email it to Lynn.
 - b. Quotes for Advance Payment: If someone requires advance payment, take a photo of the quote and email it along, with the green form, to Lynn Marples

FIRST PARISH CHURCH CHECK REQUEST FORM

To be submitted to the Treasurer (accounting@uudux.org)

Please issue a check to: _____

Address: _____

Dated on or before: _____

Tax ID Number of payee (if self-employed and not a corporation): _____

Authorized by: _____

Position: _____

For what committee or group: _____

Charge to Budget Line or Cell Grant Number: _____

Budget Line or Cell Grant Name: _____

Please include invoice, order form, or other document to be mailed with check.