PRESBYTERY of SAN FRANCISCO

PSF Invoice, Reimbursement, and Check Request Process

To ensure every payment is made quickly and recorded accurately, both an image of the invoice or reimbursement receipt/ check request and information regarding the payment should be provided. Information must be submitted **within five days** of when the invoice, reimbursement, or check request was paid/needs to be paid and emailed to finance@sfpby.org.

INVOICES/ REIMBURSEMENTS:

1. Create an email to finance@sfpby.org.

In the subject line please type:

- **Invoice** and the date of the request
- **Reimbursement** and the date of the request
- **Check Request** and the date of the request

2. Attach a picture of an invoice or bill payment request. Please include meeting minutes authorizing the purchase, where applicable.

The attachment must be a PDF, JPGs or PNGs. Please make sure the:

- **name of the payee/company** and
- the **total amount to be paid** are visible in the attachment.

If you do not have an actual invoice, you can include the payment information above in the body of the email, giving as much detail as possible. (e.g., Please pay Preacher Joe: $200 for guest preaching on 01/01/2000 at the Presbytery meeting.)

3. Provide a Memo, to include the Account Number, Item Description, and Payee's Email.

You must include a Memo that provides

- a **brief explanation of the bill** and
- the **account number and name where it should be charged**. (i.e., "Memo: Charge to 5210 Presbytery Meeting Expenses. Description: Guest preaching on 01/01/2000 at the Presbytery meeting").
- For every transaction, please provide an **email address for the payee**.

4. Review.

Please review the email to ensure it includes all relevant information. If you are submitting multiple transactions, please make sure to mark each transaction as an:

- **Invoice** and the date of the request
- **Reimbursement** and the date of the request
- **Check Request** and the date of the request

5. Send.

After the invoice documentation is attached and the Memo with account information and description is provided, click send. If we have questions, we will follow up via email. Approval for all items will go to both an executive staff member and a finance volunteer.

As a third backup and for transparency, committees will receive a monthly itemized list of what has been spent in the accounts they oversee. If something should not have been spent or an item has been placed in the wrong account, please send an email to finance@sfpby.org for review.