Request for Spending & Reimbursement

Unitarian Universalist Community of the Mountains

Part I. Spending Approval

Instructions:

All information must be completed and comply with UUCM financial policies. The Treasurer may reject an incomplete form.

The 'Requested By' is the person spending the money and the 'Approved By' is the person authorized to spend the budget line item. If the 'Requested By' is authorized to spend the budget line item, no additional approval is necessary.

Description of Expense	Account Name	Amount
		\$
		\$
		\$
		\$
	Ţ.	otal \$
Requested by:		
		Date:
(signature) Approved by:	(print name)	
Approved by.		Date:
(signature)	(print name)	
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General Fund Ministry Accounts

CHIRP Reciprocity	Justice Ministry	
	Speakers	
<u>Administration</u>	Dues & Subscriptions	
Ministry Council	Education Materials	
Background Checks	Events	
Office Equipment	Outreach	
Office Printer Expense		
Office Supplies	Stewardship Ministry	
Postage	Development Materials	
Communications Assistance	Supplies	
Office Software	Pledge Drive Expenses	
Licenses & Subscriptions	Fundraising Expense	
Arts & Aesthetics	Worship Ministry	
	Speaker Fees	
Buildings & Grounds	Speaker Mileage	
Maintenance Staff	Sound	
Alarm System	Supplies	
Custodian		
Landscaping	Music Ministry	
Repairs & Maintenance	Professional Expenses	
Supplies	Music & Supplies	
	Piano-Worship	
Membership Ministry	Piano-Maintenance	
Member Care		
Membership Events	<u>Minister</u>	
New Member Supplies	Professional Expenses	
Operating Supplies		
Hospitality		
Family Ministry		
Adult RE Supplies		
Library		
Events		
Leadership Training		
OWL Expenses		
Supplies		