

PAYMENT REQUEST

Columbine Unitarian Universalist Church

Instructions: <ol style="list-style-type: none"> 1. Find the committee(s) and account(s) for the expense(s) and enter amount to be paid from each account in main section of form. If "Other" or you don't know, describe the expense in the blank or on the back of this form. 2. Attach (copies of) receipts for items to this form. 3. Committee Chairs must sign for committee expenses, and the Minister or Treasurer can sign for other expenses. 4. Enter reimbursement, credit card, gift card or expense donation amounts AND the total amount in top section of form. 5. "Payee" is the name of the person, business, credit card, or gift card name. 6. For checks, check one box to show how to deliver the check---be sure to give us an address for mailed checks. 	Put completed request in the Office Manager's mailbox. Request Date: _____
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Payee: _____ <input type="checkbox"/> Place Check in Mailbox of: _____ <input type="checkbox"/> Mail Check to Name: _____ Address: _____ City, State, Zip: _____	Reimbursement Check Amt: \$ _____ (Credit xxx-1100-000) Credit Card Amt: \$ _____ (Credit xxx-2200-000) Merchant Gift Card Amt: \$ _____ (Credit xxx-1985-077) Expense Donation Amt: \$ _____ (Credit xxx-4160-000) TOTAL AMOUNT: \$ _____
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CANVASS

Chair Approval: _____

01-5411-070	Supplies - Canvass	\$ _____
01-5622-070	Dinner - Canvass	\$ _____

JUST ACT

Chair Approval: _____

01-5411-041	Supplies - Just Act	\$ _____
01- -041	Other: _____	\$ _____

MEMBERS & CARING

Chair Approval: _____

01-5411-042	Supplies - Members & Caring	\$ _____
01- -042	Other: _____	\$ _____

MEMBERSHIP

Chair Approval: _____

01-5411-040	Supplies - Membership	\$ _____
01- -040	Other: _____	\$ _____

MUSIC

Chair Approval: _____

01-5411-025	Supplies - Music	\$ _____
01- -025	Other: _____	\$ _____

NEWSLETTER

Chair Approval: _____

01-5411-050	Supplies - Newsletter	\$ _____
01-5431-050	Postage - Newsletter	\$ _____
01- -050	Other: _____	\$ _____

RELIGIOUS EDUCATION - ADULTS

Chair Approval: _____

01-5411-015	Supplies - RE Adult	\$ _____
01-5621-015	Food - RE Adult	\$ _____
01- -015	Other: _____	\$ _____

RELIGIOUS EDUCATION - YOUTH

Chair Approval: _____

01-5411-020	Supplies - Youth RE	\$ _____
01-5611-020	Curriculum - Youth RE	\$ _____
01-5621-020	Food - Youth RE	\$ _____
01-5633-020	Conferences - Youth RE	\$ _____
01-5635-020	Training - Youth RE	\$ _____
01- -020	Other: _____	\$ _____

SUNDAY PROGRAM

Chair Approval: _____

01-5240-010	Speaker Honoraria	\$ _____
01-5411-010	Supplies - Sunday Program	\$ _____
01-5621-010	Food - Sunday Program	\$ _____
01-5631-010	Travel - Speaker	\$ _____
01- -010	Other: _____	\$ _____

WELCOMING CONGREGATION

Chair Approval: _____

01-5411-043	Supplies - Welcoming Congregation	\$ _____
01- -043	Other: _____	\$ _____

GENERAL OFFICE

Chair Approval: _____

01-5322-000	Equipment - Office	\$ _____
01-5330-000	Equipment Repairs - Office	\$ _____
01-5411-000	Supplies - General	\$ _____
01-5431-000	Postage - General	\$ _____
01- -000	Other: _____	\$ _____

FACILITIES

Chair Approval: _____

01-5311-045	Facility Repairs	\$ _____
01-5312-045	Facility Improvements	\$ _____
01-5320-045	Equipment - Facility	\$ _____
01-5330-000	Equipment Repair	\$ _____
01-5411-045	Supplies - Facilities	\$ _____
01-5412-045	Supplies - Cleaning	\$ _____
01-5413-000	Supplies - Kitchen & Bath	\$ _____
01- -045	Other: _____	\$ _____

MISCELLANEOUS

Chair Approval: _____

01-5621-032	Food- Luncheons	\$ _____
01-5632-060	Minister's GA Expense	\$ _____
01-5633-000	Training and Conferences	\$ _____
01-5705-000	Board Discretionary Fund	\$ _____
01-5705-060	Minister Discretionary Fund	\$ _____
01-5706-000	Miscellaneous	\$ _____
01- -	Other: _____	\$ _____

FUNDRAISERS - AUCTION

Chair Approval: _____

02-5411-075	Supplies - Auction	\$ _____
02-5621-075	Food - Auction	\$ _____
02- -	Other: _____	\$ _____

FUNDRAISER - OTHER

Fundraiser Type: _____

Chair Approval: _____

02-1920-	Purchase Inventory	\$ _____
02- -000	Other: _____	\$ _____

SOCIAL EVENT

Event Type: _____

Chair Approval: _____

17-5411-000	Supplies - Social Event	\$ _____
17-5621-000	Food - Social Event	\$ _____
17- -000	Other: _____	\$ _____

WOMEN'S CIRCLE

Chair Approval: _____

15- -000	Other: _____	\$ _____
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Please Describe: _____

LABYRINTH

Chair Approval: _____

16- -000	Other: _____	\$ _____
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Please Describe: _____

Office Use Only:	<input type="checkbox"/> Manual Check	<input type="checkbox"/> JV # _____	Expense Donation: Envelope # _____
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