



Greenville Unitarian Universalist Fellowship

Expense Submittal – Lifespan/Religious Education

Complete this form and attach invoice or receipt for payment or reimbursement. Make sure the person responsible for approving budget expenses (Committee Chair) has signed the authorization line, or attach printed approval. If a church credit card was used, please *fill out a separate document for each individual receipt, so that the amount in the total matches the total expenditure exactly*, as this number is the one needed for justifying bank transactions.

Make a copy of all documentation. Give the original (with original receipt) to the Office Administrator, and one copy to the DLRE (Kathleen Anderson) or REA (Laura Christenbury) for internal bookkeeping purposes.

Date: _____

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Account Number	Account Description	General Restricted	Travel Restricted	Amount
01-5410-200	Adult RE Expense			
01-5421-100	Sr. High RE Expense			
01-5420-100	Jr. High RE Expense			
01-5450-500	Children RE Expense			
	If using restricted funds, please check to indicate "General" or "Travel".			
	TOTAL			

For internal record keeping purposes, please check only one of the following:

- | | |
|--|---|
| <input type="checkbox"/> Adult RE Expense | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Senior High Activity | <input type="checkbox"/> Activities |
| <input type="checkbox"/> Junior High Activity | <input type="checkbox"/> Staff/Volunteer Training |
| <input type="checkbox"/> Children and Youth RE | |

Details: _____

Requester's Name: _____ Phone: _____

Authorization (Committee Chair)

Name: _____ Phone: _____