

Greenville Unitarian Universalist Fellowship

Expense Submittal – Budget Drive

Complete this form and attach invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. Place the completed form in the Administrative Assistant's mailbox.

Date:		
Make Check Pay	able to:	
Address:		
City, State, Zip C	Code:	
Account Number	Account Description	Amount
01-5570-680	Budget Drive Miscellaneous Expense	
01-5571-680	Food & Beverage Expense	
	TOTAL	
Requester's Nan	ne:Phone:	
Authorization	(Committee Chair)	
Name:	Phone:	