



*Greenville Unitarian Universalist Fellowship*

**Expense Submittal – Miscellaneous, Special Programs & Collections**

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 Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>
01-5840-750	Miscellaneous Board Expense	
01-5860-750	Pastoral Friends Expense	
01-2402-000	Miscellaneous Pass Through	
01-2407-000	5 Star Coffee Project Pass-through	
01-2441-000	Alternative Gift Fair Pass-through	
01-2401-000	Special Collection Pass-through	
01-2442-000	Guest at Your Table	
01-2410-000	Senior Lunch Bunch Pass Through	
	<b>TOTAL</b>	

Details: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Authorization (Committee Chair)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_