

Greenville Unitarian Universalist Fellowship

Expense Submittal

For Office Use:

Entered

Approved

Complete this form and attach the invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. An email from the committee chair will also be accepted. Chairs must state the dollar amount being approved if an email is used. Return Documents via email or place the completed form in the Administrative Assistant's mailbox. (See the reverse side for Account #s)

Date: _____

Check needed Staff Visa Purchase

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Please enter the account # that purchase(s) should be charged to (See Page 2).

Account Number	Account Description	Amount
	TOTAL	

Details:

Requested By: _____ Phone Number _____

Authorization (Committee Chair, CFO, Board President, or Employee Supervisor)

Print Name: _____ Title _____

Signature of Authorizer: _____

No Signature. Approval was sent via email. Please see attached.

Administration

01-5610-850	Copier Expense
01-5615-850	Computer/Network Expense
01-5625-850	Postage Expense
01-5640-850-	Miscellaneous Expense
01-5645-850	Mileage Reimbursement Exp.
01-5630-850	Supplies

Building & Grounds

01-5255-800	Maint. & Repairs
01-5250-800	Furnishings
01-5261-800	Grounds Maint. (mowing, fertilizer, etc.)
01-5262-800	Grounds Beautification (plants, pavers, etc.)
01-5271-800	Building Supplies (light bulbs, HVAC filters, etc.)
01-5281-800	Cleaning Supplies (cleaners, trash bags, toilet paper, etc.)
01-5258-800	Major Replacement

Budget Drive

01-5570-680	Budget Drive Miscellaneous Expense
01-5571-680	Food & Beverage Expense

Communications

01-5310-100	Miscellaneous Expenses Communications
01-5360-450	Miscellaneous Exp. Vol Coordinator
01-5350-150	Social Events Expenses (SOC)

Earth Spirit

01-5545-320	Misc. Expense Earth Spirit
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Membership

01-5330-150	Miscellaneous Expense Membership
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Memorial Garden

06-5255-000	Memorial Garden Maintenance
06-5264-000	Memorial Garden Plaques
06-7535-000	Memorial Garden Construction

Miscellaneous

01-5840-750	Board Misc.
01-5843-750	Board Covid 19

Religious Education

01-5462-500	Materials
01-5464-500	Curricula
01-5466-500	Lay Training
01-5468-500	Liturgical Events
01-5472-500	Coming of Age/Building...

Account Description

01-5476-500	Fund Raising
01-5478-500	Safety
01-5480-500	Recognition
01-5482-500	Youth Group
01-5484-500	Adult RE
01-5440-560	Travel Restricted

Rowland McFerrin

01-5531-310	Electricity Expense
01-5534-310	Water/Sewer/Trash Expense
01-5535-310	Maintenance and Repair Expense
01-5536-310	Property Tax
01-5271-310	Building Supplies (Bulbs, Filters, etc.)

Social Justice

01-5510-300	Miscellaneous Expense
01-5511-300	Project(s) Expense
01-5514-300	GAIHN Homeless Hosting Expense
01-5515-300	UU World of Children Support Expense
01-5516-300	Discretionary Aid

Staff

01-5110-741	Minister Prof. Expense
01-5110-743	Minister C.E
01-5110-751	Minister Relocation Expense (not mileage)
01-5516-300	Minister Discretionary BUDGET (use first)
01-5892-162	Minister Discretionary RESTRICTED (when budget is spent)
01-5130-741	DLRE Prof. Expense

Sunday Svc.

01-5370-400	Miscellaneous Expense
01-5372-400	Music Expense
01-5374-400	Special Event(s) Music Expense
01-5376-400	<input type="checkbox"/> Check here if to be charged to "Yockey Music Account"
01-5376-400	Floral Expense
01-5377-400	Sound & Light Expense
01-5371-400	Speaker / Artists Expense

Ways & Means

01-5551-610	Misc. Auction Expense
01-5552-610	Food & Bev.Auction
01-5554-620	Misc. Expenses- Other
01-555-620	Food & Bev.-Other

Account Description**Account Description****Account Description****Account Description****Account Description**