

Greenville Unitarian Universalist Fellowship

Expense Submittal



**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.

Date: _____ Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Check Needed
Staff Visa Purchase

Please use the drop-down menus in the form below to select the correct account number(s) that purchase(s) should be charged to.

Account Description and Number	Amount
Total	

Details:

Requested By: _____ Phone Number: _____

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

Print Name: _____ Title: _____

Signature of Authorizer: _____

(use Fill & Sign to place signature)

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