

**ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH
REQUEST FOR FUNDS**

- + **DOCUMENTATION OF THE EXPENSE MUST BE ATTACHED.**
(receipt, invoice, statement, etc.)
- + Expenditures must be authorized by the appropriate committee chairperson or council director.
- + Prove a description of the expense AND list the account(s) to be charged
- + **Allow 1 week for check processing.**

Submitted by: _____ Date submitted: _____

Date check is needed: _____

Amount requestd: \$ _____ Payable to: _____

Check should be (check one):
 delivered to me at church
 mailed to _____

Expenses (See back for accounts):

<u>Description</u>	<u>Account</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	TOTAL	\$ _____

Approval:
COUNCIL DIRECTOR SIGNATURE

AUTHORIZATION _____
 (Treasurer or Finance Council Director Signature)
 (2 signatures needed for amounts over \$1000.00)

Date _____