

Westside Unitarian Universalist Church
Church Expenses – Church Year 2017-2018 (July 1st, 2017 – June 30th, 2018)

To: David Burlingame, Treasurer From: _____ Date: _____
PRINT REQUESTOR'S NAME HERE

CHECK ONE

Please reimburse me for the following expenses which I have paid. Receipts are attached.

Please consider the following expenses which I have paid a donation. I do not wish to be reimbursed. Receipts are attached.

Please pay the following expenses. An invoice is attached if available and here is the name and address of payee:
 Payee Name: _____ Payee Address: _____

Please apply these expenses to the following committee budget or budget line items:

Date	Committee	Item/Purpose	Cost
Total			

 Signature of Requestor:
 (Remember to Print Name at top of form)

 If needed, Committee Chair Approval/Date Signed*
 *Committee Chair approval required for ALL committee expenses.

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