

Westside Unitarian Universalist Church
Church Expenses – Church Year 2019-2020 (July 1st, 2019 – June 30th, 2020)

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

CHECK ONE

<input type="checkbox"/>	Please reimburse me for the following expenses which I have paid. Receipts are attached.
<input type="checkbox"/>	Please consider the following expenses which I have paid a donation. I do not wish to be reimbursed. Receipts are attached.
<input type="checkbox"/>	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.