Greenville Unitarian Universalist Fellowship

Expense Submittal – Administration

Complete this form and attach invoice or receipt(s) for payment or reimbursement. Make sure the person responsible for the budget (Committee Chair) has signed the Authorized line. Place the completed form in the Administrative Assistant's mailbox.

Date: _____

Make Check Payable to: _____

Address: _____

City, State, Zip Code: _____

Account Number	Account Description	Amount
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 Expense	
01-5630-850	Supplies	
	TOTAL	

Details: _____

_____

Requester's Name: _____Phone: _____

Authorization (Committee Chair)

Name: _____Phone: _____

REV June 2009