INUUC Expenditure Request

Email completed form and invoice/receipt to treasurer@inuuc.org

HOW TO COMPLETE:

Date xx/xx/xxxx

ENTER THE DATE

Requesting Circle

Enter the name of the requesting circle

Amount of expenditure request

Enter the amount of the expenditure and note if this is an estimated amount

How expenditure is to be paid

- (●) Check
- ( ) Bank auto W/D
- ( ) Debit card
- ( ) Recurring bank W/D

Description of expenditure

Briefly describe the expenditure, for example:
UUA Bookstore - Name of book, # of copies
or
Reimburse Jill Smith for homeless bag supplies - receipts attached

Note if we will be billed for this expenditure

Select the button to the left to indicate how this expenditure will be paid, if known

Circle contact person(s) with phone/email

Indicate the Circle Lead with contact info for any follow up questions

Check payable to or vendor paid

If a check, who it should be made out to, or name of business if a Debit card charge or bank withdrawal

Mailing address for check:

Mailing address if to be paid by check

Invoice number, or reference for payment

Information for recipient to identify what the payment is for

Special instructions/notes

Any special instructions that the bookkeeper or treasurer may need

Below this line is for use by bookkeeper, treasurer and authorized signer

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Approval by Treasurer, Date	GL Acct Coding	Check Signer Approval & Date	Date Paid, Check #