Unitarian Universalist Congregation of South County

27 North Road • Peace Dale, RI 02879 • 783-4170 • uucscri@gmail.com

REQUEST FOR REIMBURSEMENT

To be reimbursed for the cost of an item or items you bought for the congregation, please fill out this form, attach the receipt for your purchase, and leave the form in the Administrator's office or in an envelope on the office door.

Name: Date:
Telephone number or email address:
Your committee or position:
Description of item(s) and purpose of purchase:
Amount requested: Check number:
Budget account funding this purchase (see below):
Signature of committee chair approving this purchase (if applicable): _____
Who should the check be made payable to?
If the check should be mailed, what is the address?

COPIES OF THE RECEIPT AND THE CHECK MUST BE ATTACHED TO THIS FORM

The Office Administrator must submit this form with attachments to the Financial Administrator

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Budget accounts

If you do not know the account number, please contact Sue Strakosch or Karen Ellsworth

6100 Advertising
6110 Facilities Committee - Repairs, maintenance
6120 Facilities Committee - Building supplies
6130 Computer supplies and expenses
6130.02 Computer software
6160 Copying and printing
6200 Janitorial services
6210 Membership
6211.01 Stewardship
6211.03 Fundraising expenses
6211.11 Minister hiring team
6212.01 Worship Committee
6212.03 Hospitality
6213.01 Guest musicians
6213.02 Music materials
6214.03 Religious education curricula
6214.06 Religious education supplies
6214.10 Wünder Academy
6216.01 Landscaping
6216.02 Aesthetics
6217.01 Communications Committee
6218.01 Social events
6218.02 Social Justice Committee
6348.05 RE Director's professional expenses
6348.07 Music Director's professional expenses
6350 Supplies (for restrooms, kitchen, office)