

# UUFS Expense Reimbursement, Bill Pay Check Request

Payee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address to Send Check: \_\_\_\_\_  
 \_\_\_\_\_

Expense Date	Description	Amount
	Total	

No one may approve their own expenses. The board president will approve the minister’s expenses and the minister will approve the board president’s expenses. Check the Budget Category. Use one form for each budget category. Please attach receipts. Address to UUFS, Attn: Treasurer, then mail or drop off in the mail slot into the UUFS office at 1112 S. Bernardo Ave., Sunnyvale, CA 94087. Or, send signed, scanned forms by email to: treasurer@uufs.org Checks will be mailed directly to the payee from our bank through Bill Pay. If a letter or form needs to be mailed with a check, please use the different form for paper check requests.

Check	Budget Category	Authorized Approver(s)
	Minister Professional Expenses	President
	Administration	Minister or their designee (eg. Facilities Custodian, Communications Team Lead,) or President
	Social Events	Minister, Social Events Team Lead, or President
	Facilities	Facilities Custodian or President
	Extra Rent (for special services)	Facilities Custodian
	Religious Education (RE) Expenses	Minister or President
	DRE Professional Expenses	Minister or President
	Music Expenses	Minister or their designee
	Guest Speaker	Minister or President
	IT Expenses	Minister or their designee (eg. Comm. Team Lead)
	Non-Religious	Social Justice Team Lead
	Pass Through	Treasurer

Requester (Please Print) \_\_\_\_\_

Requester’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Person (Please Print) \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Requests for any non-budgeted expenditure must be approved by a vote from the Board. The board may authorize non-budgeted expenditures of money; however, no expenditure or commitment of money exceeding 2% of the annual budget shall be made without the affirmative vote of two thirds (2/3) of those present and eligible to vote at a meeting of the Fellowship.

Checks may also be requested from these funds:

	<b>Fund Name</b>	<b>Authorization Requirement</b>
Board Designated Funds	Operational Reserve Fund	Board minutes that record Board vote for authorization
	Strategic Reserve Fund	Board minutes that record Board vote for authorization (addition of membership vote for authorization is pending)
	Office Equipment Reserve Fund	Approved by Facilities Custodian
	Minister Sabbatical Fund	Board minutes that record Board vote for authorization
Funds with Donor-Temporarily Restricted Contributions	Minister Discretionary Fund	Approved by Treasurer.
	Music Fund	Approved by Minister or their designee
	Building Fund	Business Meeting minutes that record Membership vote for authorization

Contact the Treasurer by email at [treasurer@uufs.org](mailto:treasurer@uufs.org) if not certain what budget category or fund to use. The office manager or office assistant will scan the signed request and send it to the Treasurer for review. The Treasurer (or Assistant Treasurer) will then forward the request to the Bookkeeper for scheduling payment, but no one else should send a request directly to the Bookkeeper.