**UUFS Paper Check Request Form** Request Date:

Payee Name: Phone

 Address:

|  |  |  |  |
| --- | --- | --- | --- |
| BUDGET CATEGORY | DATE | DESCRIPTION | AMOUNT |
|  |  |  |  |
| MEMO LINE: |  |
| INSTRUCTIONS: |  |

Requester (Please Print)

Requester’s Signature Date

Authorizing Person (Please Print)

Authorizing Signature Date

**Only request a paper check when it must be given to the recipient in person, or if it must be mailed from the office with an accompanying form or letter**. 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. Contact the treasurer if not certain what budget category to use. Please attach any receipts. Mail or drop off in the mail slot into the UUFS office at 1112 S. Bernardo Ave., Sunnyvale, CA 94087, or send signed and scanned forms by email to: treasurer@uufs.org

|  |  |  |
| --- | --- | --- |
| **Check** | **Budget Category** | **Authorized Approver(s)** |
|  | Social Events | Minister, Social Events Team Lead, or President |
|  | Facilities | Facilities Custodian or President |
|  | 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. Communications Team Lead) |
|  | Non-Religious Fund | Social Justice Team Lead |
|  | Pass Through | Treasurer |

*Form Version August 25, 2024*

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:

|  |  |  |
| --- | --- | --- |
|  | **Fund Name** | **Authorization Requirement**  |
| 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** 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.