

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
	Worship Services	Minister or President
	Minister Search	President
	Pass Through	Treasurer
	Other (please specify)	President

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.