

First Unitarian Society of Minneapolis

Reimbursement/Check Request

| | | |
|--------------------|--|-------------|
| Date Submitted: | | |
| Submitted by: | | |
| Approved by: | | Print Name: |
| Program: | | |
| Brief Description: | | |

| | | |
|---------------|--|--|
| Payee Name | | |
| Payee Address | | |
| Notes | | |

| Expense Date | Description | Amount |
|--------------|-------------|-----------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL | | \$ |

Please attach receipts or other documentation
 Amounts over \$500 require two signatures: 1) The committee chair, group leader, or staff person responsible for a budget line item (if applicable) and: 2) the Finance Director, and the Treasurer, or Board President, or Senior Minister.

Budget to Be Charged

- 5305 Office Supplies
- 5308 Computer Hardware/Software
- 5309 Office Furniture/Equipment
- 5405 Buildings & Grounds Supplies
- 5409 Buildings & Grounds Equipment
- 5506 Congregational Life Expense
- 5510 Hospitality/Mini-Meal Expense
- 5606 Ministerial Professional Expense
- 5607 Speaker Honoraria
- 5706 Music Program Expense
- 5807 RE Professional Expense
- 5808 RE Program Expense
- 5905 Social Justice Program Expense
- 5906 Social Justice External Grants
- 6000-75 SJ Restricted Grants
- 6000-85 Spec. Collection (holdover)
- 6000-86 MCTC Expense
- 6000-87 Dakota 38 Expense
- 5961 Seasonal Celebrations Expense
- 5962 Service Trip Expenses
- 5964 Art Gallery Expense
- 5966 Library Expense
- 5967 Bookstore Expense
- 5968 Retreat to the Woods Expense
- 5970 Catering Expense
- 5990 Auction Expense
- 6000-56 Ministers Discretionary
- 6000-76 Alliance Expense
- 6000-91 Board Operating

If none of these or unsure, please explain in detail. Checks will only be issued when the appropriate expense category is determined.