

## UUFCA REIMBURSEMENT FORM

Submit to Eileen Andrewson, Bookkeeper: [uufco.acct@yahoo.com](mailto:uufco.acct@yahoo.com)

Date: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Amount: \_\_\$\_\_\_\_\_

Purpose or items purchased: \_\_\_\_\_

\_\_\_\_\_

Line item or committee to charge: \_\_\_\_\_

Submitted by (signature): \_\_\_\_\_

(printed): \_\_\_\_\_

\_\_\_\_\_

If reimbursement request is being made by someone OTHER than a board member, minister, staff, or committee chair/co-chair, please obtain acknowledgment of person responsible for said line item (e.g., staff or committee chair, etc.).

**Please submit receipts separately if submitting online or with reimbursement form if submitting "hard copy" (i.e., in paper form). Receipts are required for reimbursement.**