

# Request for Reimbursement

Note: the church is not responsible for sales taxes

## All Souls Unitarian Universalist Church

1330 Gotham Street Watertown, NY 13601 (315) 788-2742

Person to be reimbursed: \_\_\_\_\_

Address if check is to be mailed: \_\_\_\_\_

ITEMS PURCHASED OR REASON FOR REIMBURSEMENT: \_\_\_\_\_

**Total: \$** \_\_\_\_\_ **Date of Purchase:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

This expense should be charged to the following committee or activity:

- |   |  |
|---|--|
| <input type="checkbox"/> Building and Grounds | <input type="checkbox"/> Worship/Music/Art   |
| <input type="checkbox"/> Office               | <input type="checkbox"/> Religious Education |
| <input type="checkbox"/> Advertising          | <input type="checkbox"/> Memorial Garden     |
| <input type="checkbox"/> Community (Outreach) | <input type="checkbox"/> Board               |
| <input type="checkbox"/> Social Action        | <input type="checkbox"/> Other: _____        |

Receipt is attached Yes: \_\_\_\_ No: \_\_\_\_ If no, give a reason: \_\_\_\_\_

(to be completed by Treasurer)

Disbursements made on (Date): \_\_\_\_/\_\_\_\_/20\_\_\_\_

Check # \_\_\_\_\_

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