

# Starr King Unitarian Universalist Church

22577 Bayview Avenue

Hayward, CA 94541

## Expense/Reimbursement Voucher

Reimbursements will be cheerfully and promptly issued when all of the lines on this form are filled in – **two signatures are necessary**. If no one is responsible for a particular Budget Line Item then you may have the President of the Board of Directors sign. A copy of our annual budget (with Budget Line Item Numbers and Budget Line Item Names) is on the wall in the office (behind, and to the right of, the computer). Please put all completed vouchers in the Treasurer's box in the office. *Thank you.*

**Receipts must be attached (or a signed note explaining why they are missing)**

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

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

\_\_\_\_\_ ZIP \_\_\_\_\_

Amount \_\_\_\_\_ Date(s) of Expenses \_\_\_\_\_

Description of Expense(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Individual Requesting Funds:

- Printed Name \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL

Budget Line Item # \_\_\_\_\_ Budget Line Item Name \_\_\_\_\_

### Individual Responsible for Budget Line Item:

- Printed Name \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_