**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 PURCHSED OR REASON FOR REIMBURSEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 \_\_\_Building and Grounds \_\_\_Worship/Music/Art

 \_\_\_Office \_\_\_Religious Education

 \_\_\_Advertising \_\_\_Memorial Garden

 \_\_\_Community (Outreach) \_\_\_Board

 \_\_\_Social Action \_\_\_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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ITEMS PURCHSED OR REASON FOR REIMBURSEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(to be completed by Treasurer)

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