

# Peterborough Unitarian Universalist Church

## Reimbursement/Expenditure Request

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

Charge to: \_\_\_\_\_ (Expense account, found on form named Reimbursement Expenses Categories. Use separate form for separate expense categories)

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### Reimbursement

Requested by: \_\_\_\_\_

Payable to: \_\_\_\_\_

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### Expenditure

Name of recipient/vendor: \_\_\_\_\_

Address: \_\_\_\_\_

#### Fund and Expense Use

Description of Use

Amount

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total

\_\_\_\_\_

\* Attach receipts, copies of checks, credit card bills, etc. to this form for reimbursements

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Bookkeepers use: Check No. \_\_\_\_\_

Date of Check \_\_\_\_\_