

Funds Disbursement Request/Donation Form

Circle or Underline one: *Prepare a check to:* (or) *Consider this a Donation* from:*

_____ for the amount of \$ _____

Mail address: _____

Many chargeable accounts are given in the table below; use a blank line for others. Enter amount next to the account(s). Committee Chairs are responsible for authorization of charges to their accounts.

Account	Amount
Administration	
Office supplies	
Postage/Stamps	
Printing/Reproduction	
Adult Programs	
Advertising & Communication	
Board Discretionary	
Child Care - RE	
Child Care (list purpose below)	
Children's Religious Education	
Supplies	
Training	
DRE Professional Expenses	
Fund-raising	

Account	Amount
Hospitality Supplies for Sunday	
Membership	
Minister's Prof. Expenses	
Music	
Pastoral Care	
Social Action	
Stewardship Campaign	
Travel	
Worship Committee	

Additional Description/Comments (Please attach appropriate receipts):

Signature: _____ Your Name (printed): _____

Phone: _____ Date: _____

Mail to: Bookkeeper, Cedars UU Church, POB 10175, Bainbridge Island, WA 98110

Or send via email to: herbert-hethcote@uiowa.edu The Bookkeeper Herb Hethcote prepares the check and then the Treasurer Larry Frank examines everything, signs the check, and mails it.

* This form may be used to declare donations for money you spend for items-- not services--for the church. Choose the donation option above and indicate the amount for the appropriate account. You will receive a letter acknowledging your donation, so that you may deduct it on your taxes. This procedure will improve future budgeting accuracy. updated 10/26/10 (hwh)