

Unitarian Universalist Church of Worcester



Summer Plate Collection Expense Voucher



Collection Date: _____

Received by: _____
Please PRINT and Sign Name

Recipient's Phone Number: () _____

Amount of Expense: \$ _____
(Maximum \$25)

To Purchase: _____

Budget Line Item Description: _____
Please leave blank if you do not know.

Authorized by: _____
Please PRINT and Sign Name

Date

Please return this form, signed by recipient of the cash and by the person authorizing the cash advance from the plate collection, on the same day that the cash is received. Either deliver the executed form, along with third party receipts if at all possible, to the Church Collector in person or deposit it into the Locked Box to the right of the Church Office. Thank You. If third party receipts are NOT AVAILABLE, by signing this form the Recipient of the Cash hereby certifies that the items were purchased at the price enumerated by the recipient on this form.