



**Unitarian Universalist Church of Worcester, Inc.**  
Purchase or Reimbursement Voucher



Date of Request:  /  /   
Month Day Year

Payment is requested by:   
(please, print)

Phone Number: (  )  Best Time to Call:

Amount of the Request: \$

Check this if the payee's full current address and phone number are in the Treasurer's files. Otherwise, please provide all payee information requested.

Payee:	<input type="text"/>
Street:	<input type="text"/>
Town, State, Zip-code	<input type="text"/>
Payee Phone Number:	( <input type="text"/> ) <input type="text"/>

Check if already paid by a UUCW Credit card.

**UUCW Budget Account from which the funds are to be drawn**

The list of UUCW budget accounts are available on-line at [www.uucworcester.org/treasurer-on-line/](http://www.uucworcester.org/treasurer-on-line/) or at the Church Office. Payments will not be rendered without current line-item or budget account indicated below by person making this request.

Line-Item <b>Number</b>	<input type="text"/>
Line-Item <b>Name</b>	<input type="text"/>

<p><b>This Request was Approved by: (You must check one)</b></p> <p><input type="checkbox"/> Chair of _____ Committee</p> <p><input type="checkbox"/> Director of Religious Education</p> <p><input type="checkbox"/> Minister</p> <p><input type="checkbox"/> President of the Congregation</p> <p><input type="checkbox"/> Vice-President of the Congregation</p> <p><input type="checkbox"/> Vote of the Board of Management on _____ 200__</p>	<p><b>Third Party (Receipts) Information Supporting this Request:</b></p> <p><input type="checkbox"/> Were Left at Church Office On _____</p> <p><input type="checkbox"/> Are Attached to this Voucher</p> <p><input type="checkbox"/> Were US Mailed to Church on _____</p> <p><input type="checkbox"/> Were US Mailed to the Treasurer's Home On _____</p> <p><input type="checkbox"/> Are Attached to an email sent to: _____</p>
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**Notes from Treasurer:** Thank you for your work on behalf of our Congregation. I am a volunteer. You should expect payment to be received by the "Payee" above within 7-10 days after the Treasurer has received this voucher **with the supporting documentation**. Vouchers are generally picked up from the Church Office once per week during the regular Church year and once per month in the summer. Unless you personally talked to me, supporting documentation must be a bill, receipt, or invoice from a seller or provider of a service. Please note that what you do not provide, I will have to find. Please be warned that any requested **information not supplied may substantially delay payment**. Thanks for your cooperation. I'm happy to process vouchers sent as an email attachment, or mailed to my house, or faxed to 508-798-5750.

**FOR TREASURER ONLY**

Bank Account:	<input type="text"/>
Amount:	<input type="text"/>
Scheduled Payment Date:	<input type="text"/>
Reference #:	<input type="text"/>