



Unitarian Universalist Church of Worcester

Request for (re)Payment



Date of Request: / /
Month Day Year

Payment is requested by:
(please, print)

Phone Number: () Best Time to Call:

Amount of the Request: \$

Payee:	<input style="width: 90%; height: 20px;" type="text"/>
Street:	<input style="width: 90%; height: 20px;" type="text"/>
Town, State, Zip-code	<input style="width: 90%; height: 20px;" type="text"/>
Payee Phone Number:	(<input style="width: 100px;" type="text"/>) <input style="width: 100px;" type="text"/>

UUCW Budget Accounts are listed below. Please enter appropriate UUCW Budget account in the box below this list. Payment will NOT be processed without specification of the appropriate account. Thank You.

Building&Grounds	Church	Ministries	Fund Raising	Religious Education	Worship&Music
Cleaning Supplies	Adult Education	Parish Service	Annual Auction	Childcare	Audio Expense
Contracted Service	Campus Ministry	Rainbow Alliance	Annual Yard Sale	COA/OWL	Choir Supplies
Fire Suppression	Community Outreach	Small Group Ministry	Concert or Movie	Professional Expense	Flowers
Gardening&Landscaping	Charitable Plate, 50/50	Wellness/Parish Nurse	Dinner or Supper	RE Postage	Guest Musician
Kitchen Appliance	Coffee Hour	Youth Social Action	Off-Site Event	RE Operations	Guest Speaker
Kitchen Supplies	Denominational Affairs		Periodic Sale	RE Supplies	Hearing Assistance
Lawnmowing	Disaster Relief	Congregational		Teacher Training	Hymnal
Parking Lot/Exterior	Equal Exchange	Board of Management		Tuition Assistance	Instrument Maintenance
Repair Supply	Fellowship Committee	Canvass		Youth Fundraising	Memorial Service
Snow Plowing	Ferry Beach	Collector		Youth Group	Piano Restoration
Special Project	Helping Hand	Committee on Ministry	Minister		Professional Expense
Tile or Carpet	Lunch with Minister	Planning&Leadership	Discretionary Account		Special Celebration
Tools&Equipment	Membership Committee	Treasurer	Professional		Worship Supplies

Account to be drawn from:

This Request was Approved by: (You must check one)

- Chair of _____ Committee
- Director of Religious Education
- Minister
- President of the Congregation
- Vice-President of the Congregation
- Vote of the Board of Management on _____ 200__

Third Party (Receipts) Information Supporting this Request:

- Were Left at Church Office On _____
- Are Attached to this Request of re(Payment) Form
- Were US Mailed to Church on _____
- Were US Mailed to the Treasurer's Home On _____
- Are Attached to an email sent to: _____

Notes from Treasurer: Thank you for volunteering or working on behalf of our Congregation. You should expect payment to be received by "Payee" above within 7-10 days after I receive a request of (re)Payment *with the supporting documentation*. I pick up requests 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. **Any** information left blank will **definitely** delay processing payment (including phone number and zip code of payee.) What you do not provide, I have to find. Sometimes, it is easy; sometimes it is not. Thanks for your cooperation. I'm happy to process (re)Payment requests sent as an email attachment, mailed to my house or faxed to my home (please, call me for instructions for faxing.)

You can contact me at: andyheg@charter.net or my Home Phone: (508) 798-5750 or my Cell phone: (508) 873-3074