



## 2016-17 Check Request Voucher

VOUCHER DUE TUESDAY Noon, CHECKS READY FRIDAY Noon

1) Payable to: \_\_\_\_\_

2) Deliver Check (circle one):

**MAILBOX\*:** \_\_\_\_\_

\*in office foyer. Please specify which one.

**MAIL:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

3) Reason for Expenses: \_\_\_\_\_

4) Special Instructions: \_\_\_\_\_

5) Itemized Expenses:

- One line per account number. Common account numbers are listed on the back of this form.
- Attach receipts to the **back** of this page.
- NC sales tax is refunded to the church only if the church name appears on the invoice/receipt.

Date	Description of Items (and Vendor if reimbursement)	Account No.	Account Name	Price
			<b>Total:</b>	

**Certification:** I certify that the above expenses are necessary to conduct business of the Unitarian Universalist Congregation of Asheville and that the expenses are authorized by the 2015/2016 UUCA Budget or the Executive.

**Signature:** Person submitting voucher: \_\_\_\_\_

Person authorized for account number(s) \_\_\_\_\_

\*As authorized signers on UUCA financial accounts, the Executive, Dir. of Administration or Board President may also approve the payment.

\_\_\_\_\_

Please leave space below blank for the payment record.

**Unitarian Universalist Congregation of Asheville  
2016-17 Accounts in Alphabetical Order**

Acct No	Account Name	Authorizing Signature	Acct No	Account Name	Authorizing Signature
8267-601	A/V Equipment Maint	John Schuerman	8264-601	Office Equip Supplies & Maintenance	Linda Topp
7543-601	Accounting	Becky Donald, Linda Topp	8111-601	Office Supplies, General	Tish Murphy
8304-601	Admin's Prof Expenses	Linda Topp	3131-020	Outreach Rstr	Lisa Bovee-Kemper
9940-401	Adult Education	Joy Berry	8541-201	Pastoral Training	Lisa Bovee-Kemper
5301-601	Advertising & PR	Linda Topp	3125-020	Pastoral Visitors Rstr	Lisa Bovee-Kemper
9931-701	Annual Budget Drive	Barbara Brownsmith Campbell & Cecilia Rawlins	9933-701	Planned Giving/Legacy	Beverly Cutter
8302-601	Assoc Minister's Prof Exp	Lisa Bovee-Kemper	8140-601	Postage	Tish Murphy / Linda Topp
9937-701	Auction Expenses	Ann McLellan, Judy Galloway	8170-601	Printing/Copying	Linda Topp
8581-601	Board Governance	Kay Aler-Maida	9940-401	RE Adult Education	Joy Berry
8261-601	Buildings & Grounds	Linda Topp	3141-020	RE Donations Rstr	Joy Berry
8261-605	Capital Project	Linda Topp	8111-401	RE Hospitality	Joy Berry
9820-605	Capital Purchase	Linda Topp	8540-401	RE Leadership Training	Joy Berry
3121-020	Church Family Rstr	Lisa Bovee-Kemper	9930-401	RE Programs	Joy Berry
7545-601	Cleaning Service	Linda Topp	9950-401	RE Social Justice Activities	Joy Berry
8113-601	Cleaning Supplies	Linda Topp	8110-401	RE Supplies	Joy Berry
9950-301	Community Outreach	Lisa Bovee Kemper	9920-401	RE Teacher/Leader Apprec.	Joy Berry
7020-001	Community Support Disbursements	Lisa Bovee-Kemper	3135-020	RLT New UUs Fund Rstr	Linda Topp, Mark Ward
8115-601	Computer Software & Subscriptions	Linda Topp	3123-020	Scholarships	Senior Staff
9930-201	Congregational Care	Lisa Bovee-Kemper	5340-001	Sexton Services - Rentals	Linda Topp
8111-201	Congregational Events	Linda Topp	9940-201	Small Group Ministry	Lisa Bovee-Kemper
9940-301	Earth & Social Justice Min	Lisa Bovee-Kemper	8223-600	Snow Removal	Linda Topp
3128-020	Holiday Giving	Lisa Bovee-Kemper	5340-001	Sound - Rentals	Linda Topp
7543-601	Human Resources	Linda Topp	7541-101	Speaker's Honoraria	Mark Ward, Worship Assoc's*
8112-601	Kitchen & Coffee Hour	Linda Topp	8311-101	Speaker's Travel	Mark Ward, Worship Assoc's*
8262-600	Landscape/Lawn Care	Linda Topp	8540-601	Staff Development	Linda Topp
8582-001	Leadership Development	Gay Lambirth	5302-601	Tech. Communications	Linda Topp
8303-601	LRE Director Prof Exp	Joy Berry	9931-301	UU Relations Rstr	Lisa Bovee-Kemper
9950-201	Membership Development	Lisa Bovee-Kemper	3134-020	UU Relations Rstr	Lisa Bovee-Kemper
8261-607	Memorial Plaques & Maint.	Ruth Christie	3122-020	Women's Connections	Karen Topol
3110-020	Minister's Discretion	Lisa Bovee-Kemper, Mark Ward	8111-101	Worship Arts & Supplies	Mark Ward
8301-601	Minister's Prof Exp	Mark Ward	8541-101	Worship Assoc Program	Mark Ward
9933-101	Music	Les Downs	3112-020	Worship Rstr	Mark Ward
8305-601	Music Director Prof Exp	Les Downs	3144-020	Youth Groups & Activities	Joy Berry
3113-020	Music Rstr	Les Downs	3147-020	YRUU	Joy Berry

\*Authorized Worship Assoc's : J. Austin, J. Cassara, S. Van Dyke, J. Gorman, S. Nachman, B. Wilson