



2019-20 Check Request Voucher
VOUCHER DUE TUESDAY Noon, CHECKS READY FRIDAY Noon

1) Payable to: _____

2) Deliver Check (circle one):

MAILBOX*: _____

MAIL:

*in office foyer. Please specify which one.

Name: _____

Direct Deposit**: _____

Address: _____

**STAFF REIMBURSEMENTS ONLY. Deposited Monday.

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 purchased by staff or the church name appears on the invoice/receipt.

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

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 2019/2020 UUCA Budget or the Executive.

Signature: Person submitting voucher: _____ Date: _____

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
2019-20 Accounts in Alphabetical Order**

Acct No	Account Name	Authorizing Signature	Acct No	Account Name	Authorizing Signature
6550-100	A/V Equipment, new & maintenance	Jason Smith, Linda Topp	6330-100	Furnishings, Office	Linda Topp
6610-100	Accounting Services	Linda Topp	6560-100	Furnishings, non-office	Linda Topp
6340-100	Accounting/Human Resource expenses	Linda Topp	6540-100	Grounds (landscape/snow)	Linda Topp
6233-100	Admin's Prof Expenses	Linda Topp	6010-771	Immigration Justice	Claudia Jimenez
6155-100	Advertising & PR	Linda Topp	6141-109	Kitchen/Coffee Hour & Other Cong Events	Linda Topp
6710-100	Annual Budget Drive	Wes Miller, Will Jernigan	6820-100	Leadership Development	James Cassara
6730-110	Auction Expenses	Ann McLellan, Tori Schmitz	6720-100	Legacy Circle	Beverly Cutter, Mike Horak
6810-100	Board of Trustees	Ryan Williams	6133-100	Membership/Connections	Venny Zachritz, Linda Topp
6510-100	Buildings: Maint & Repair < \$1K	Linda Topp	6510-500	Memorial Garden	Linda Topp
6570-320	Campus Development Projects	Linda Topp	6010-600	Minister's Discretion	Claudia Jimenez, Mark Ward
6515-310	Capital Maint & Repair > \$1K	Linda Topp	6231-100	Minister's Prof Exp	Mark Ward
6620-100	Cleaning Service	Linda Topp	6118-100	Music	Les Downs
6530-100	Cleaning Supplies	Linda Topp	6234-100	Music Director Prof Exp	Les Downs
6730-104	Coffee Sales	Phil Roudebush	6010-754	Music Rstr	Les Downs
8100-100	Community Plate	Claudia Jimenez, Linda Kooiker	6310-100	Office Supplies, General	Tish Murphy, Linda Topp
6320-100	Computer Software & Subscriptions	Linda Topp	6131-100	Pastoral Care	Mark Ward
6305-100	Computer/Printer Maint	Linda Topp	6010-712	Pastoral Visitors Rstr	Mark Ward
6141-100	Congregational Events (not Wed Thing)	Linda Topp	6335-100	Postage	Tish Murphy, Linda Topp
6151-100	Earth & Social Justice	Claudia Jimenez	6112-100	Presenter's Honoraria	Mark Ward
6177-100	FD Adult	Claudia Jimenez	6113-100	Presenter's Travel	Mark Ward
6175-100	FD Coming of Age Class	Claudia Jimenez	6345-100	Printing/Copying	Linda Topp
6010-731	FD Coming of Age, trip only	Claudia Jimenez	6010-734	Scholarships	Senior Staff
6173-100	FD Hospitality - Food & Gifts	Claudia Jimenez	4230-100	Sexton Services - Rentals	Linda Topp
6174-100	FD Leader/Teacher Training	Claudia Jimenez	6240-100	Staff Development	Linda Topp
6232-100	FD Minister's Prof Exp	Claudia Jimenez	6520-100	Utilities, Recycling & Compost	Linda Topp
6171-100	FD Supplies	Claudia Jimenez	6161-100	UU Relations	Linda Topp
6172-100	FD Vol. Background Checks	Linda Topp	6010-773	UU Relations Restricted	Linda Topp
6176-100	FD Youth Activities	Claudia Jimenez	6140-100	Wednesday Thing	Claudia Jimenez
6570-310	Fixed Asset Purchase	Linda Topp	6010-713	Women's Connections	Ruth Christie
6730-100	Fundraising Exp (not Auction)	Linda Topp	6116-100	Worship Supplies	Mark Ward
			6114-100	Worship Associates	Mark Ward