

# AUUF Check Request

Date \_\_\_\_\_

Check Delivered to: (Name & Address)

**Mailing Address:**

AUUF Treasurer  
P.O. Box 669  
Auburn AL 36831

Make check Payable to:

(Please attach self addressed envelope for delivery)

- Administrative**
- Board Discretionary
- Canvass
- Communication**
- Advertising
- Internet Provider
- Newsletter Postage
- Newsletter Preparation
- Other Postage
- Leadership Development
- Long Range Plan
- Membership
- Miscellaneous
- Publicity
- Office
- Box Rental
- Photocopy
- Postage
- Supplies
- Adult Programs**
- Childcare
- Coffee & Food Supplies
- Honoraria
- Music
- Maintenance
- Supplies
- Photocopy
- Photocopy
- Worship Supplies
- Facilities**
- Aesthetics
- Building & Grounds
- Custodial
- Insurance
- Mortgage
- Supplies
- Utilities
- Outreach**
- Congregational Support
- Denominational Affairs
- Dues
- Green Sanctuary
- Social Action
- UUSC
- Professional Ministry**
- Professional Expenses
- Religious Education**
- Adult RE
- Food & Drink
- Materials
- Photocopy
- Professional Development
- DRE Professional Expenses
- Uncategorized Expenses**
- Facility Upgrades
- Furnishings
- Library
- Major Maintenance Fund
- Kroger
- Fair Trade

**INSTRUCTIONS:**

Use this form to request reimbursement for spending from your personal funds for goods and services used at the AUUF. Complete the form; attach receipts and mail to the AUUF Treasurer at the address above. Your check will be printed and mailed to the address you specify in the self-addressed envelope you include. Specify the budget account to be charged from the list to the left and a Sub-Account if necessary. If you have questions about the correct account, please contact the committee chair that authorized the purchase. The Memo field is optional for additional information. In most cases the Operating Fund will normally be used to pay the expense; if another Fund is to be used, please note that in the Memo field. The first line is an example showing how the form is to be completed.

Account	Sub-Account	Memo	Amount
Communication	Newsletter Preparation	February Copying	\$ 65.00

Check # \_\_\_\_\_

Amount of Check \$ \_\_\_\_\_

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