

Unitarian Universalist Community Church



Treasurer
Susan Kennedy

Please make check payable to: (name and address)

The signature of the person responsible [Committee or Ministry Chairperson] must authorize each item purchased for the budget line charged. Please attach receipt, bill of lading, or delivery ticket.

Date	Item	Amount	Budget Line	Approval
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total _____

CHAIRPERSON(S) PLEASE KEEP A COPY OF THIS VOUCHER TO TRACK YOUR BUDGET!

Check Number	Date Paid	How and when sent
_____	_____	_____