



# Unitarian Universalist Church of Bowling Green

2033 Nashville Road, Bowling Green KY 42101

uubgky.org | facebook.com/uubgky.org | 270-842-4060 | office@uubgky.org

## Standard Invoice – Reimbursement Voucher

Requests for payment for Church-related expenditures by any Church committee or by an individual are to be accompanied by this standard invoice form and, when applicable, by a sales receipt. Before submission to the Church office for payment, team or committee requests are to be approved and signed by the Team Coordinator, Committee chairperson, co-chairperson or secretary, while requests by individuals are to be approved and signed by the Board Treasurer or other Board member.

*Requests should be submitted promptly (within 60 days) so that payment can be made on a timely basis.*

<b>Date</b>		<b>Mailing Address</b>
<b>Name</b>		
<b>Phone</b>		
<b>Email</b>		<b>Approved By (Name and Title)</b>
<b>Sponsor</b>		

\*Sponsor can be Board, Team, Committee, or Task Force.

<b>Date</b>	<b>Receipt</b> Yes or No	<b>Item furnished or Work done</b>	<b>Quantity</b> <b>or Hours</b>	<b>\$ Unit</b> <b>Price</b>	<b>\$ Amount</b>
				<b>Total</b>	<b>\$</b>

\_\_\_\_ Please don't reimburse me, but consider this a donation to UUCBG.

<b>For Office Use</b>	<b>Dates</b>	<b>Money</b>	
<b>Notes</b> (more details, reason for denial, etc.)	Received	<b>Check #</b>	
	Paid	<b>Amount</b>	<b>\$</b>
	Sent	<b>Paid By</b>	