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| Name: |

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| Phone: |

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| Email: |

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| Mailing Address: |

Check One Of These Options:

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|  | I bought something for the congregation and want to be reimbursed. |
|  | I bought something for the congregation and want it recorded as a gift to the congregation. |
|  | I used UUCS' Amex for a congregational expense and am notifying you for your records. |
|  | I used UUCS' Amex for another use and am submitting reimbursement to the congregation. |
|  | I used UUCS’ debit card for a congregational expense and am notifying you for your records. |
|  | I ordered something for the congregation and need the congregation to pay the invoice. |

Record Receipts/Invoices Here and Attach Originals or Copies:

(If you know the category, committee or account for this purchase, note it below under Reason.)

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| --- | --- | --- | --- |
| Date | Amount | Payee | Purchase/Reason |
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| Other Notes: |