

# First Unitarian Church Funds Payment Authorization



## ① I authorize payment:

(✓) \_\_\_ of the attached invoice (using the payee name and address from the invoice),

OR \_\_\_ Pay to: \_\_\_\_\_

Address: \_\_\_\_\_  
(If needed)

## ② Check distribution:

(✓) \_\_\_ Mail to payee \_\_\_ Put in my church mailbox \_\_\_ Mail it to me \_\_\_ Call me when ready

*Office Administrator Complete:*

\_\_\_ Other: \_\_\_\_\_ Distribution Notes: \_\_\_\_\_

## ③ Account Information (if you don't know the account number just leave it blank)

Account	Amount	For: (describe purpose or use of funds)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## ④ Check Total

### Some Common Account Numbers

574 Sack lunch program	831 Office ex penses and supplies
576 YRUU	833 Postage
579 OUUT	834 Printing
584 Bookstore	841 RE misc expenses
585 Women's Alliance	843 Child care
586 Fellowship & Activities	844 RE curriculum
587 Change for Change	862 Membership Committee
588 Caring Committee	864 Adult RE Committee
811 Maintenance	866 Archives Committee
813 Music programs, supplies and exps	867 Social Justice Committee
821 Summer service expense	875 Choir
824 Board Discretionary	885 Housekeeping supplies
825 Regular service expense	

## ⑤ Important - Attach your invoices, receipts, or other documentation to the back of this form.

## ⑥ Authorization

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### Instructions:

1. Please complete all six sections.
2. Put routine authorizations in the Office Administrator's church mailbox or mail to the church office. Checks are prepared weekly and authorizations received in the church office by Friday normally result in a check being available in the church office on Monday morning. If you need a payment made right away, call or email the Church Treasurer.
3. Church Officers, Committee Chairs, the Minister, DRE, and Office Administrator may authorize disbursements for expenses associated with their responsibilities.



*Treasurer Complete:* Check Issued Date: \_\_\_\_\_ Number: \_\_\_\_\_