

**Eugene Friends Meeting Disbursement Form for the purpose of:
Reimbursement or Request for Payment to a Third Party**

Please fill this form out completely and send form and attached documentation to:

Treasurer – Jill Hoyenga – 2274 Onyx Street Eugene, OR 97403

(Incomplete forms may be returned to sender.)

Your disbursement request **MUST BE CODED** to the budget from which you expect disbursement.
PLEASE CIRCLE OR CHECK A FY 2016-2017 DISBURSEMENT CODE

- 2110 – Building Maintenance
- 2120 – Grounds Committee
- 2140 – Housekeeping Supplies
- 3101 – Bank Charges & Fees
- 3125 – Directory
- 3140 – Junior Friends
- 3141 – Intermediate Friends (Tweens)
- 3145 – Library
- 3150 – Newsletter
- 3160 – Office Expense
- 3164 – Refreshments
- 3165 – Children’s Religious Ed.
- 3166 – Website Committee
- 4130 – Nurturing Committee
- 4140 – Peace & Justice Committee
- 4150 – Worship & Ministry Committee

- E15 – Building & Grounds Fund Expenditures
- E39 – Special Projects (specify)
- E50 – Meeting donations to others
- E65 – Scholarship Fund
- E70 – Sharing Fund

Date:
Person requesting disbursement :
Daytime Phone of Requestor: Evening Phone of Requestor:
The following Committee Clerk has authorized expenditure from the Budget Code checked in left column: Clerk: Total Reimbursement Amount: \$ _____ Purpose of Purchase(s): (receipts MUST be attached to paper form or scanned as attachments to e-mail request)
Request for Payment to Third Party: Purpose of Payment(s): Disbursed/Billed Total: \$ _____ (quote or invoice MUST be attached to paper form or scanned as attachments to e-mail request)
Person or agency to be named on check:
Mail check to (address):

For Treasurer’s Use Only:

EFM Check # _____

Date of Payment: _____

EUGENE FRIENDS MEETING FY 2016-2017 DISBURSEMENT CODES:
CLERK/COMMITTEE AUTHORIZATION AND DESCRIPTION OF PURPOSE

- 2110 – Building Maintenance: Building Maintenance Comm. authorized expenditures for building repair supplies and/or labor.
 - 2120 – Grounds Committee: authorized expenditures for grounds care supplies and/or labor
 - 2140 – Housekeeping Supplies: Hearthkeeper authorized expenditures for supplies
 - 3101 – Bank Charges & Consulting Fees: Finance Committee authorized expense for banking services or consulting fees
 - 3125 – Directory: Directory Comm. authorized expenditures for producing annual Directory
 - 3140 – Junior Friends: Junior Friends Advisor authorized expenditures for JF activities
 - 3141 – Intermediate Friends (Tweens): Intermediate Friends Leader authorized expenditures for Intermediate Friends activities
 - 3145 – Library Committee: authorized expenditures for books and library supplies
 - 3150 – Newsletter: Newsletter Comm. authorized expenditures for producing monthly newsletter and inserts approved at Meeting for Business; Hearthkeeper authorized expenditures for producing weekly bulletin
 - 3160 – Office Expense: Treasurer or Clerk authorized expenditures for paper, copies, stamps used in office duties
 - 3164 – Refreshments: Refreshments Comm. authorized expenditures for “Eating After Meeting” hosting supplies
 - 3165 – Children’s Religious Ed.: Children’s Religious Ed. Comm. authorized expenditures for Children’s Meeting supplies
 - 3166 – Website Committee: Website Committee authorized exp. for website maintenance
 - 4130 – Nurturing Committee: authorized expenditures for Nurturing activities
 - 4140 – Peace & Justice Comm.: authorized expenditures for P & J activities
 - 4150 – Worship & Ministry Comm.: authorized expenditures for W & M activities
 - E15 – Building & Grounds Fund Expenditures: The Meeting for Business designates the authorized party for disbursement of funds for authorized building improvement projects as needed.
- When emergency repairs are required to remedy health and safety conditions that may compromise our building occupancy permit, one member of the Clerking Team in consultation with one of the Finance Committee signatories may approve disbursement from the Building & Grounds Fund for such repairs. (Minuted January 2014)
- E39 – Special Projects: Business Meeting authorized expenditures for unbudgeted projects
 - E50 – Meeting donations to others: Business Meeting authorized donations to organizations
 - E65 – Scholarship Fund: Nurturing Comm. authorized scholarships for children & adults attending Friends fellowship events such as Yearly and Quarterly Meetings
 - E70 – Sharing Fund: Nurturing Comm. authorized expenditures for Nurturing ministry