

## Eugene Friends Meeting Disbursement Form for the purpose of: In-Kind Donations

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 in-kind donation MUST BE CODED to the budget from which you expect in-kind donation documentation. PLEASE CIRCLE OR CHECK A FY 2016-2017 DISBURSEMENT CODE**

- 2110 – Building Maintenance
- 2120 – Grounds Committee
- 2140 – Housekeeping Supplies
- 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)

**Thank you for documenting your in-kind contribution; by doing so you help the Finance Committee learn the true financial cost of the ministry of Eugene Friends Meeting.**

Date:
Person giving the in-kind donation :
Daytime Phone of Donor:
Evening Phone of Donor:
The following Committee Clerk has authorized donation to the Budget Code checked in left column:
Clerk:
<b>Total</b> <b>In-Kind Amount: \$_____</b> Purpose of Purchase(s):
(receipts MUST be attached to paper form or scanned as attachments to e-mail submittal)
Mail donor documentation to (address):

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
- 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