

**2020 Eugene Friends Meeting Disbursement Form for the purpose of:  
Reimbursement or Request for Payment to a Third Party**

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

Treasurer – Rachel Ruckman – 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 2019-2020  
DISBURSEMENT CODE**

- 2110 - Building Safety and Maintenance
- 2120 - Grounds Committee
- 2140 - Housekeeping Supplies
- 3101 - Fees & Bank Charges
- 3120 - Adult Religious Ed.
- 3125 - Directory
- 3140 - Junior Friends
- 3141 - Intermediate Friends (Tweens)
- 3145 - Library
- 3160 - Office Expense
- 3164 - Hospitality Committee
- 3165 - Children's Religious Ed.
- 3166 - Website Committee
- 4130 - Nurturing Committee
- 4140 - Peace & Justice Committee
- 4150 - Worship & Ministry Committee
- 4151 - W&M Christmas & Tree Celebration
  
- E15 - Capital Improvements Fund Expenditures
- E20 - W&M Special Celebrations
- E21 - W&M Prison Ministry
- E22 - W&M Winter Retreat
- E39 - Ded Special Projects - In/Out (specify) \_\_\_\_\_
- E50 - Meeting donations to others
- E65 - Scholarship Fund Expenditures
- E70 - Sharing Fund Expenditures
- E80 - Rainy Day Fund Expenditures

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

**Treasurer's Use Only:**

EFM Check or bill pay # \_\_\_\_\_

Date of Payment: \_\_\_\_\_

*EUGENE FRIENDS MEETING FY 2017-2018 DISBURSEMENT CODES:  
CLERK/COMMITTEE AUTHORIZATION AND DESCRIPTION OF PURPOSE*

- 2110 - Building Safety & 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 - Fees & Bank Charges — Finance Committee authorized expense for fees and banking services*
- 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: Library Committee authorized expenditures for books and library supplies*
- 3160 - Office Expense: Treasurer or Clerk authorized expenditures for paper, copies, stamps used in office duties*
- 3164 - Hospitality: Hospitality 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*
- 4151 - Worship & Ministry Christmas & Tree Celebration: authorized expenditures for this event*

*EUGENE FRIENDS MEETING FY 2017-2018 DISBURSEMENT CODES:  
CLERK/COMMITTEE AUTHORIZATION AND DESCRIPTION OF PURPOSE*

- E20 - Worship and Ministry Special Celebrations: W & M Authorized expenditures for Special Celebrations expenses.*
- E21 - Worship and Ministry Prison Ministry: W & M Authorized expenditures for Prison Ministry visitation (electronic or in person), transportation and supplies*
- E39 - Dedicated 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*
- E15 - Capital Improvements Fund Expenditures: The Meeting for Business designates the authorized party for disbursement of funds for authorized building improvement projects as needed.*
- E70 - Sharing Fund: Nurturing Comm. authorized expenditures for Nurturing ministry*
- E80 - Rainy Day Fund: When emergency repairs are required to remedy health and safety conditions that may compromise our building occupancy permit, a Meeting Co-Clerk in consultation with one of the Finance Committee signatories may approve disbursement from the Rainy Day Fund for such repairs. (Minuted August 25, 2019)*