**Date:**

**Person requesting disbursement:**

Phone of Requestor:

 Email of Requestor:

**--Direct Reimbursement--**

 **Total Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Purpose of Purchase(s) (use back if needed for clarity):

(**receipts MUST be attached** to paper form or scanned as attachments to e-mail request)

Person or entity to be named on check:

 **The following Committee Clerk has authorized expenditure from the Budget Code checked at bottom of page:**

**Clerk:**

**--Request for Payment to Third Party--**

Purpose of Payment(s) (use back if needed):

Disbursed/Billed Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**quote or invoice MUST be attached** to paper form or scanned as attachments to e-mail request)

Mail check to (address) or attach direct deposit info (routing and account #s):

**Your disbursement request MUST BE CODED to the budget from which you expect disbursement. PLEASE CIRCLE OR CHECK A CODE:**

**GENERAL FUND BUDGET LINES**

* **5111 – Building Safety and Maintenance**
* **5112 – Solar Panel**
* **5120 – Grounds Committee**
* **5210 - Directory**
* **5211 – Hospitality Committee**
* **5212 – Library**
* **5214 – Peace & Justice Committee**
* **5221 – Ministry & Counsel Committee**
* **5222 - M&C Christmas & Tree Celebration**
* **5223 – M&C Outreach**
* **5313 – Housekeeping Supplies**
* **5315 – Office Expense**
* **5316 - On-line and Website Costs**
* **5410 - Adult Religious Ed/Quaker Studies**
* **5411 – Children’s Religious Ed.**
* **5412 – Central Friends (Tweens)**
* **5413 – Junior Friends**

**DEDICATED (RESTRICTED) FUNDS**

* **6911 – Capital Improvements Fund**
* **6912 – Rainy Day Fund Expenditures**
* **6921 – M&C Prison Ministry**
* **6922 – M&C Special Celebrations**
* **6923 – M&C Winter Retreat**
* **6931 – Scholarship Fund Expenditures**
* **6932 – Sharing Fund Expenditures**
* **6933 – Meeting Donations to Others**

**Dedicated Special Projects**

* **6941 Carbon – Carbon Tax Fund**
* **6943 JrFr – Jr Friends Charitable Donations**
* **6946 Tweens – Central Friends Charitable Donations**
* **6949 – Trout Friendly Landscape Project**
* **Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer’s use only (date, method, #):**