

**2023 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 (and any questions) to:
Treasurer – Rachel Ruckman – 2274 Onyx Street Eugene, OR 97403 Or by email to treasurer@eugenefriendsmeeting.org
(Incomplete forms may be returned to sender.)

Date: _____ **The following Committee Clerk has authorized expenditure from the**
Person requesting disbursement: _____ **Budget Code checked at bottom of page:**
Phone of Requestor: _____ **Clerk:** _____

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:

--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, #): _____

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