

**2025-26 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:  
 Person requesting disbursement:  
 Phone of Requestor:

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

Email of Requestor:

Clerk:

**--Direct Reimbursement--**

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

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

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

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

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

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

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

Person or entity to be named on check:

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
- 5113 - it Equipment & Maintenance
- 5120 - Grounds Committee
- 5210 - Directory
- 5211 - Hospitality Committee
- 5212 - Library
- 5214 - Peace & Justice Committee
- 5215 - Social Events Ad Hoc Committees
- 5216 - Winter Retreat Ad Hoc Committee
- 5221 - Ministry & Counsel Committee
- 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 Education
- 5412 - Central Friends (Tweens)
- 5413 - Junior Friends Education

**DEDICATED (RESTRICTED) FUNDS**

- 6911 - Capital Improvements Fund
- 6912 - Rainy Day Fund Expenditures
- 6922 - M&C Rites of Passage
- 6931 - Scholarship Fund Expenditures

- 6932 - Sharing Fund Expenditures
- 6933 - Meeting Donations to Others
- 6934 - P&J Prison Ministry
- Dedicated Special Projects*
- 6941 - Carbon Tax Fund
- 6943 - Jr Friends Charitable Donations
- 6946 - Central Friends (Tweens) Charitable Donations
- 6949 - Trout Friendly Landscape Project
- Other (specify) \_\_\_\_\_

Treasurer's use only (pmt date, method, #):