



## UUCG Expense Form

For In-Kind Donations, Advance Requests, Reimbursement Requests, and Check Requests

Account Codes are in Treasurer mailbox, on back of printed form and on online form under "Account Codes".

**Type of Request:** \_\_\_\_\_

*(donation, reimbursement, advance, check request)*

**Date Submitted:** \_\_\_\_\_

**Date Check Needed:** \_\_\_\_\_

**Send check to:** \_\_\_\_\_

*If applicable, please indicate if address should be mailed to a particular address, placed in mailbox at UUCG office, etc.*

**Make check Payable To:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Account Code & Committee:** \_\_\_\_\_

**Chairperson/Staff Approval:** \_\_\_\_\_

*Print and staple receipts or invoice and give to Treasurer. Or, email to "Treasurer@uucg.org".  
If this is an advance, receipts must be received by the Treasurer within 30 days of the request date.*

---

For Bookkeeping Reference

Date Entered:

Check #: