

**REQUEST RECEIVED BY TUESDAY NOON, CHECKS
READY SUNDAY or IN MAIL BY MONDAY**

**Unitarian Church in Charleston
Expense Request Form Instructions**

Paperless Method:

1. Download this form to your computer.
2. Fill out the form with the information requested (form is fillable).
 - a. Use the last page to locate the account number & name to be charged. Contact Christine* if you are unable to locate the account you need.
 - b. Delivery instructions - if picking up a check, please coordinate time with staff.
 - c. For signature, type your full name
3. Save the form with your information entered.
4. Email the form to the person whose authorization is needed for the expense account (see expense account listing, last page).
 - a. Also attach receipts or invoices for documentation of the expense(s)
 - b. Include Christine* in the email and ask the authorizer to "reply to all" with their approval (signature is not needed in this case)

Paper Method:

1. Print form and fill out by hand
 - a. Use the last page to locate the account number & name to be charged. Contact Christine* if you are unable to locate the account you need.
 - b. Delivery instructions - if picking up a check, please indicate and coordinate time with staff.
2. Attach receipts or invoices that document your expenses - paperclip preferred
3. Obtain signature of authorized person for the expense account you are charging (see expense account list, last page)
4. Mail or drop off the signed voucher and documentation at the church. Place in Christine Magnarella Ray's mailbox, 2nd floor Gage Hall (if no one is there, drop the envelope through the Gage Hall mail slot). Mailing address:

Unitarian Church in Charleston
Attn: Bookkeeper
4 Archdale Street
Charleston, SC 29412

*Questions? Contact Christine Magnarella Ray, christine@charlestonuu.org



Unitarian Church in Charleston

EXPENSE REQUEST FORM

*** Use to request payment of a bill or a reimbursement ***

Place voucher in Christine Magnarella Ray's mailbox (2nd Fl Gage Hall) with documentation attached OR email form and documentation to christine@charlestonuu.org

PAYEE INFORMATION (Payment made out to):

NAME:

STREET ADDRESS:

CITY/STATE/ZIP:

EMAIL /PHONE:

SPECIAL
DELIVERY
INSTRUCTIONS:

PURPOSE OF EXPENSE:

Fill in one line for each invoice/bill or receipt to be reimbursed. See pg 2 for account names/numbers.

Date	Account #/Name	Description	Total
Total			

SUBMITTED BY:

APPROVED

BY*:

* voucher must be signed by account approver and documentation provided before payment can be made.

VOUCHERS RECEIVED BY TUESDAY NOON,
CHECKS READY/IN MAIL BY SUNDAY

Unitarian Church in Charleston
Expense Account Listing (Most Frequent)

Last Updated July 31, 2023

Acct	Fund	Account Name	Authorization Needed*
101 OPERATING EXPENSES			
Professional Expenses			
5236 - 101		Minister Professional Exp	Sandra Selvitelli
5237 - 101		Exec Dir Prof Exp	Rev. Rebecca Hinds
5238 - 101		Dir of Community & Faith Prof Exp	Rev. Rebecca Hinds
5239 - 101		Music Director Prof Exp	Rev. Rebecca Hinds
5241 - 101		Community Minister Prof Exp	Rev. Rebecca Hinds
5249 - 101		Staff & Volunteer Recognition	Sandra Selvitelli / Rev. Rebecca Hinds
Church Programs			
5301 - 101		Worship Program	Priscilla Shumway / Rev Rebecca Hinds
5310 - 101		Religious Ed Program	Danielle Lopez
5352 - 101		Music Gen. Expenses	Ryan Pagels
5356 - 101		Guest Musicians	Ryan Pagels
5356 - 101		Sound Equipment	Ryan Pagels
5360 - 101		Membership Program	Danielle Lopez
5381 - 101		Social Justice Program Exp	Richard Hayes / Rev. Rebecca Hinds
5385 - 101		Coffeehouse Expense	Richard Hayes / Rev. Rebecca Hinds
5388 - 101		CAJM / SCUUJA Pledges	Richard Hayes / Rev. Rebecca Hinds
5389 - 101		Share the Plate Expense	Sandra Selvitelli / Rev Rebecca Hinds
Office Expenses			
5419 - 101		Office Supplies	Sandra Selvitelli
5428 - 101		Copier Maint.&Supplies	Sandra Selvitelli
5430 - 101		Communications/PR	Sandra Selvitelli
5431 - 101		Office Equip & Software	Sandra Selvitelli
5435 - 101		IT Services	Sandra Selvitelli
5436 - 101		Human Resources	Sandra Selvitelli
Buildings & Grounds			
5516 - 101		Kitchen & Toiletry Supplies	Sandra Selvitelli
5517 - 101		Cleaning Service & Supplies	Sandra Selvitelli
5520 - 101		HVAC Maintenance Plan	Sandra Selvitelli
5526 - 101		Churchyard/Grounds Maint	Sandra Selvitelli
5527 - 101		Bldg Maint	Sandra Selvitelli
Board / Team Expenses			
5602 - 101		Caring Team	Marcia Castano / Rev. Rebecca Hinds
5606 - 101		Planned Giving	Rev. Rebecca Hinds
5615 - 101		Vestry Board	Diane Boyer
5620 - 101		Stewardship	Jack Hurley / Sandra Selvitelli
5623 - 101		Docents	Abby Himmelein / Ginny Morgan
5640 - 101		Archives	Gail Schiffer / Susan Robinson
Other Operating Expenses			
6020 - 101		Fundraising Expense	Fundraising Team Designated / Sandra Selvitelli
6610 - 101		Event Coordinator	Sandra Selvitelli
OTHER FUND EXPENSES			
6010 - 110		Vestry Endowment Grant	Diane Boyer
6010 - 210		Operating Reserve Exp	Diane Boyer / Sandra Selvitelli
6010 - 220		Campus Reserve Exp	Sandra Selvitelli
6010 - 301		Buildings Improvement Fund	Sandra Selvitelli
6010 - 311		Garden of Remembrance Exp	Sandra Selvitelli
6010 - 312		Memorial Walkway Exp	Sandra Selvitelli
6010 - 315		Schupper Churchyard Exp	Sandra Selvitelli
6010 - 316		Churchyard Endowment Grants	Sandra Selvitelli/Bob Jontos
6010 - 510		Mitchell Elementary Fund Exp	Richard Hayes / Rev Rebecca Hinds
6010 - 520		Candlelight Exp	Sue Findlay/ Ryan Pagels
6010 - 530		Music Fund Expense	Sue Findlay/ Ryan Pagels
6010 - 535		Music Endowment Grants	Sue Findlay/ Ryan Pagels
6010 - 541		RE Boyle Fund	Danielle Lopez
6010 - 542		RE Scholarship	Danielle Lopez
6010 - 550		Social Justice Fund	Richard Hayes / Rev Rebecca Hinds
6010 - 552		SJ Refuge Fund	Richard Hayes / Rev Rebecca Hinds
6010 - 600		Alliance Fund	Christine Williamson / Susan Garrison