

**CONEJO VALLEY
UNITARIAN UNIVERSALIST FELLOWSHIP**

**REQUEST FOR FUNDS OR
EXPENSE REIMBURSEMENT**

Please attach receipts or invoices – Approval required before submitting

CHARGE TO (<i>Committee or Project Name</i>):		AMOUNT REQUESTED \$
DESCRIPTION OR REASON FOR REQUEST:		
MAKE CHECK PAYABLE TO:		
MAIL CHECK TO (<i>Street, City, State, Zip</i>):		
REQUESTER : (<i>print name</i>): SIGNATURE: _____	DATE:	PHONE (<i>day</i>): PHONE (<i>evening</i>):
BUDGET REQUEST & APPROVAL CATEGORIES Board and Board Subcommittees - approved by Board President Finance Group and Stewardship - approved by Treasurer Religious Education - approved by D.R.E. or Minister Membership - approved by Membership Group Director Ministry and Worship - approved by Minister Operations and Facilities - approved by Operations Group Director Communications - approved by Communications Group Director Outreach and Faith in Action - approved by Outreach Group Director	LINE ITEM #:	APPROVER (<i>print name</i>): SIGNATURE:

After approval of the request, forward to:

Jessica Lesko, Administrator
Conejo Valley UU Fellowship
3331 Old Conejo Road
Newbury Park, CA 91320

Telephone: (805) 492-8751

ATTACH SUPPORTING RECEIPTS, INVOICES OR ADDITIONAL INFORMATION (IF NEEDED) BELOW: