



MISSION PEAK UNITARIAN UNIVERSALIST CONGREGATION

P.O. Box 545
Fremont, CA 94537-0545

REIMBURSEMENT REQUEST FORM

Date of Request	
Name of Requester	

Issue Reimbursement To:

Name	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone Number	

Description of Expenses:

Description	Budget Account #	Amount (\$)
Total		

Authorization:

Signature	
Printed Name	
Date	

Please return this form and a copy of all receipts to the MPUUC Treasurer by one of the following two methods:
(1) place in the Treasurer’s inbox in the church office, or (2) scan and email to treasurer@mpuuc.org and office@mpuuc.org

OFFICE USE ONLY:

Approval Date: _____

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List of MPUUC Budget Accounts

500 Administration	Worship
503 Tri City Interfaith Council Dues	850 Aesthetics
509 General Office Supplies	851 Coffee and Refreshments
513 Audio Visual Expenses	853 Pass Through Donations
521 Web Services	855 Music for Service
523 Publicity	856 Speaker Honorarium
600 Facility	857 Choir Music
603 Facility Maintenance and Improvements	859 Miscellaneous Expenses
700 Personnel	
Minister	Temporarily Restricted Funds
713 Professional Expenses	311 Accompaniment Fund
Congregational Administrator	313 Anti Racism/Anti Oppression Education
725 Professional Memberships/Training	315 Audio Visual
Religious Education Coordinator	317 Building Fund
735 Professional Expenses	320 Civic Engagement Vote Forward Letter Writing
739 Professional Memberships	323 Fellowship Committee
Choir Director	325 Aesthetics
765 Professional Expenses	326 Matching Pledge
800 Program Expenses	327 Merchandise
Justice	329 Minister's Discretionary Fund
838 ARO	335 Sandwich Squad
839 Reparative Justice Expenses	337 Special Projects Fund
Ministry	339 DRE Discretionary
815 Encouragement Committee	341 Sabbatical Fund
819 Minister Vacation	
Religious Education	
823 CaYRE Discretionary	
Program Expenses	
871 Board Discretionary Fund	
873 Board Justice Fund	
879 Canvass Committee	
881 Membership Committee	
883 Black and White Auction Expense	