

# PAYMENT REQUEST

## Southwestern Unitarian Universalist Conference

6720 Brentwood Stair Road, Fort Worth, TX 76112-3310  
 (800) 793-7062 (817) 446-1505-Fax  
 swduua@aol.com

PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ (Signature)

APPROVED BY: \_\_\_\_\_ (Signature or email required)

COMMITTEE/FUND	DESCRIPTION	AMOUNT
TOTAL AMOUNT OF PAYMENT:		

- **Check Request:** A completed Check Request is *required* for all reimbursements.
- **Receipts:** Receipts (originals or photocopies) must be attached for all items.
- **Mileage:** Reimbursed at 2/3 of the IRS rate. List total mileage and we will calculate the amount.
- **Your Signature:** Sign the form on the “Requested by” line.
- **Approval Signature:** Obtain the signature of the committee chair on the “Approved by” line. If this is not possible, attach an email from the chair or the DE or the DDLFD authorizing the expense.
- **Mail:** Mail completed forms and attached receipts to the SWUUC bookkeeper:  
**Janis Schubert**  
**827 Firestone Lane**  
**Richardson, TX 75080**
- If you have any questions, please contact Janis at [bookkeeper@swuuc.org](mailto:bookkeeper@swuuc.org) or Gaye Webb, the SWUUC Treasurer, at [treasurer@swuuc.org](mailto:treasurer@swuuc.org).