



PAYMENT GUIDELINES FOR SOCIAL JUSTICE RELATED PROJECTS

- An authorized representative of the group should submit the funds request to the Faith Expression and Funding Team (FEFT). This person will also be the liaison with regard to financial matters.
- If funds are awarded, the authorized person must request reimbursements from the UUCWC Congregational Administrator and keep records of money spent so that the amount awarded is not exceeded.
- The FEFT will **NOT** need to sign off on individual reimbursement requests. However, the FEFT must record all expense payment vouchers so that it can keep the congregation informed of the actual expenses related to social justice work.
- The following procedure for payment has been established:
 - After FEFT has approved funding, the FEFT Coordinator will complete a FEFT expense payment form. The original signed form will be given to the UUCWC Congregational Administrator and, if for a project, a copy will be given to the requestor. The FEFT Treasurer will also retain a copy.
 - **The FEFT expense payment voucher must be used when requesting reimbursement or payment.** This form (attached) must be signed both by the person requesting payment and the authorized representative for the project or donation. The requestor must keep a copy of the form and of the receipts or bills.
 - The original voucher, along with original bills or receipts goes to the UUCWC Congregational Administrator.
 - **A copy of the voucher (without receipts) must be put in the FEFT mailbox in the church office for the FEFT Treasurer.**

**FEFT payment vouchers are available in the church office and
on the FEFT page of the UUCWC website.**
