

Temple Ahavath Achim Funds Authorization and Reimbursement Request Form

*This form requires approval of the appropriate committee chair and Treasurer before funds are committed or spent. The intention is to make tracking our cash flow more transparent for both the current fiscal year and for planning future budgets. This procedure is similar to that of most other nonprofit organizations. Everyone recognizes how much effort our volunteers put into all the projects that make TAA us but we need to keep spending in line with budgeted expenses. **This must be submitted at least 14 days prior to requested expenditure.***

Step 1. Your name and email address _____
Today's Date _____ Date of Event _____
Program/Event _____
Type of expense (food, linens, cleanup, etc.) _____
Estimated Amount: \$ _____

Step 2. Approval of appropriate committee or event chair (Signature and date of approval*):

Name & Signature: _____
Committee: Date: _____

COMMITTEE CHAIRS:

Art Committee, [Ruth Mordecai](#)
Cemetery Committee, [Mark Farber](#)
Chesed ([Caring Community](#)) Committee,
[Elaine Byrne](#)
Communications Committee, [Miriam
Weinstein](#)
Finance Committee, [Robin Cohen](#)
Fundraising Committee, [Carmel Valianti](#)
House Committee, [Arley Pett](#)
Human Resources, [Janet Cline](#)
Investment Committee, [Sean Condon](#)
Kitchen Committee, [Elaine Byrne](#)
Everybody Eats - Gloucester ACTION
Shelter Lunches, [Ellen Solomon](#)

Open Door Food Pantry Dinners, [Connie
Zaitchik](#)
Membership Committee, [Amy Farber](#)
Nominating Committee, [Janet Cline](#)
Programming Committee, [Ruth
Budelmann](#)
Rabbinic Liason, [Sam Silverman](#)
Ritual Committee. [Marilyn Kramer](#)
Sylvia Cohen Religious School (SCRS)
Committee, [Leigh Eck](#)
Social Justice Committee (ECCO), [Barbara
Kaplan](#)

Step 3. Committee chair communicates to Treasurer, Robin Cohen [robinsky75@verizon.net or 781-799-5442] for approval AND gives or sends form to Natalia. [Note: Significant non-budgeted expenditures may require Finance Committee approval and will require 4 weeks' notice.] *

Step 4. Purchases are made.

Step 5. Receipts detailing items purchased must be submitted with the form to Natalia within **30 days** of purchase for reimbursement.

Total amount spent: \$ _____

**Email signatures will be acceptable for Steps 2 and 3.*

Bookkeeper Use Only: Date reimbursed & amounts per person: ___/___/___, \$ _____