UNITARIAN CHURCH of LINCOLN
Process Tracking & Confirmation

Intake: _____ _____ _____
Name *Date* *Initials*

If cash or check:

Deposited _____ _____ _____ _____
Institution *Amount* *Date* *Initials*

QuickBooks Entry

_____ _____
Account Line Number *Account Name*

_____ _____ _____
Name *Date* *Initials*

Funds to be Invested:

_____
Amount

_____
Amount

_____
Amount

_____
Amount

☐ Transferred to Vanguard

☐ Eligible for Wake Now My Vision

☐ UUA Notified _____
(date)

☐ Matching Fund Received _____
(date)

_____ _____ _____
Name *Date* *Initials*

Notifications of Gift:

	Name	**Date Notified**	**Acknowledgement/ Thank You**	**Initials**
Minister				
Treasurer				
LUF Chair				
LUF Financial Secretary				
Other				