



# EXPENSE VOUCHER AND PAYMENT APPROVAL FORM

Please use this form when requesting an expenditure for a particular purpose or a reimbursement for an expenditure made on behalf of the church or for services performed for the church. This request must be approved by the appropriate Church Elder or Ministry Area Leader before the request will be paid. Please give a brief description as to the nature of the expenditure or services performed, attach documents that support the expenditure, and show the budget account that is to be charged.

PAYEE \_\_\_\_\_

EXPLANATION OF EXPENDITURE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXPENSE TYPE: VENDOR BILL  REIMBURSEMENT  SERVICES RENDERED

DUE BY DATE \_\_\_\_\_ RETURN CHECK TO \_\_\_\_\_

BUDGET ACCOUNT #	ACCOUNT DESCRIPTION	AMOUNT
1		\$
2		\$
3		\$
4		\$
<b>TOTAL</b>		\$

PAYMENT REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

PAYMENT APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

FOR ACCOUNTING USE ONLY:

CHECK PREPARED BY \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

CHECK SIGNED BY \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE ATTACH A RECEIPT WITH YOUR FORM IN ORDER TO GET REIMBURSED.