



EXPENSE VOUCHER

Date Requested		Ministry/Event Name		Amount Requested	
Purpose			Payment Method (check one)		
			<input type="checkbox"/> Check <input type="checkbox"/> Debit Card <input type="checkbox"/> ACH/Wire		
Requestor's Name			Transaction Type (check one)		
			<input type="checkbox"/> Advance <input type="checkbox"/> Direct Payment <input type="checkbox"/> Reimbursement		
Payee Name: <i>(All requests for ACH/Wire transactions will require recipient's bank routing and account information.)</i>					
AUTHORIZATION REQUIREMENT: <i>Signature of the Ministry Leader or Event Chairperson must be obtained BEFORE any funds will be disbursed by Treasurer.</i>					
Ministry Leader or Event Chairperson's Signature			Treasurer's Signature		
Date			Date		
FINANCE USE ONLY:					
Check Number			Actual Expenditure Amount		
Applicable Budget Code(s)			Amount of Funds Returned		Date Returned

Receipts are required for ALL Expense Vouchers submitted.

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