

PAYMENT VOUCHER

(See Reverse for Instructions)

**MUST BE COMPLETED AND SUBMITTED WITHIN 60 DAYS OF EARLIEST TRANSACTION
(WITHIN 30 DAYS FOR TRANSACTIONS IN MARCH OF EACH YEAR)**

☐ REIMBURSEMENT REQUEST

☐ CHECK REQUEST / MERCHANT
ACCOUNT

☐ ELECTRONIC PAYMENT REQUEST
(On-line payment by church credit card)

PAYEE						
Name						Address on File
Mailing Address						
City		State		ZIP		

ITEMIZED EXPENSES				
Date	Vendor	Description (Include people/purpose, if applicable)	Accounting Code (See reverse for codes)	Cost
<input type="checkbox"/> Check here if continuation page is attached				Total \$

APPROVALS			
	Printed Name	Signature	Date
Requestor			
Ministry Leader	Ministry Leader whose budget allocation is accounting for expense (See reverse)		
Board Approval	Board Member (Other than anyone listed on this form)		

Office Use Only Below This Line		Voucher #
CHECK #		

<p>INSTRUCTIONS</p> <p>1. All reimbursement or check requests using this form must have either an invoice or receipt attached to the back of this form.</p> <p>2. All requests must have an accounting code listed for each item before the form is submitted.</p> <p>3. Vouchers must be signed by the requester and two additional people—the Ministry Leader whose budget is accounting for the expense and a board member—prior to submission.</p> <p>4. The Finance Ministry Team must approve any unbudgeted expense less than or equal to \$500.00. Any unbudgeted expense greater than \$500.00 requires approval of the Church Board in advance.</p> <p>5. Individuals exceeding budget limits or making unauthorized purchases may be personally liable for the entire amount.</p> <p>6. Individual expenses cannot be spread across subaccounts within a ministry team budget. Budget transfers within ministry leaders' budget allocations require Finance Team and/or Board approval.</p> <p>7. <u>Forms must be complete, to include all signatures, before submission for payment.</u></p> <p>8. Checks are prepared the first and third Sunday of every month. Your check will either be mailed to the address on file in Elvanto or placed in a sealed envelope with your name on the outside and will be held in the church office for pick up.</p>	<p>MISSION BEYOND THE VALLEY Mitzi Davenport 200120 NMI</p> <p>MISSION FLINTSTONE Justin & Molly Buckner 200210 Local Outreach 200211 Open Gym (Food) 200212 Egg Hunt 200213 Back Pack Ministry 200220 Benevolence 200221 Youth Benevolence 200250 Communication</p> <p>CONGREGATIONAL CARE Faye Gervais 200310 Gifts</p> <p>CHILDREN'S MINISTRY Erin Phipps 200410 General 200411 Ministry Safe 200412 Trip Funds 200413 Compassionate 200414 Nursery 200415 Thanksgiving Dinner 200416 Camp Chaperone 200417 Misc. (PPE) 200420 Kids of the King 200421 Books/Curriculum 200422 Party 200423 Op. Christmas Child 200424 Pal Packs 200430 Children's Church 200440 Sunday School 200450 VBS</p> <p>DISCIPLESHIP MINISTRY Susie Gilley 200510 Books/Curriculum 200520 Membership 200530 Adult Ministry</p> <p>YOUTH MINISTRY Kerstein Gilley 200610 Trip Expenses 200620 Food for Youth 200630 Curriculum/Books 200640 Events 200650 Outings (One day)</p>	<p>WORSHIP MINISTRY Kelly Hawkins 200710 Music/License 200720 Guest Speakers 200730 Guest Musicians 200740 Musical Equipment 200750 Piano/Organ</p> <p>LEADERSHIP DEVELOP. Steve Gilley 200810 District Event 200820 Board Expenses 200830 Staff Development 200840 Clergy Education</p> <p>BUILDING & GROUNDS Barry Gilley 400200 Supplies 400220 Cleaning Supplies 400300 Repairs/Maintenance 400320 Exterminating 400700 Capital Improv. 400710 Parking Lot Alice Reynolds 400900 Landscape</p> <p>ADMINISTRATION Roger Davenport 500110 Equipment 500120 Postage 500130 General Supplies</p> <p>MISCELLANEOUS Church Board 600200 Reserves 600300 Unbudgeted Exp.</p> <p>CONGREGATIONAL FELLOWSHIP Terri David</p>
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VOUCHERS MUST BE SUBMITTED WITHIN 60 DAYS OF EARLIEST TRANSACTION
MARCH TRANSACTIONS MUST BE SUBMITTED WITHIN 30 DAYS

Place completed form in the drop box located in the hallway outside the church office or in the treasurer's distribution box.

