



ELMWOOD UNITED PRESBYTERIAN CHURCH EXPENSE VOUCHER

Use when requesting a check to pay an invoice, a cash advance, or reimbursement from receipts

| <u>Expense Description</u> | |
|--|-----------------------------|
| | <u>Requestor's Response</u> |
| Date: | |
| Ministry/Category to be charged: | |
| Amount: | \$ |
| Check Payable To: | |
| Description/Business Purpose of Expense: | |
| Receipt/Bill: MUST ATTACH INVOICE(S), RECEIPT(S), OR ANY APPLICABLE BACK-UP DOCUMENTATION | |
| Ministry/Person Representative Requesting Payment: | |
| Authorized Ministry Leader Approved By: | |
| Authorized Ministry Leader Approval Date: | |
| Special Instructions: | |

For Office Use Only

| | |
|--|----------------------------|
| Check Number and Check Date: | # _____, dated ___/___/___ |
| Approved/Issued by Budget & Finance Committee Chair: | |
| Budget & Finance Committee Chair Approval Date: | |
| Approved/Issued by Treasurer: | |
| Treasurer Approval Date: | |
| Additional Comments: | |

Draw from: Operating Designated Funds Other Acct. _____