

Request for Payment Voucher

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Payable to:

Total payment: \$ Credit? _____

Invoice Date	Ref / Invoice Number	Amount -- IF multiple invoices

- Invoice attached Packing list attached Packing list given to _____
- Reimbursement of Expenses (receipts attached)
- Church will be / was Reimbursed
- Pre-Payment - full back-up to follow
- Charged on Church account
- Payment for services _____
- Mail / give Check to PAYEE (default)
- Give check to REQUESTOR _____

Purpose of Expenditure _____

Person Making Purchase _____

Budget Line#	OR Budget Line name	Amount

Approved by _____ Date _____

Notes: _____