



## ELMWOOD UNITED PRESBYTERIAN CHURCH EXPENSE VOUCHER

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

<b><u>Expense Description</u></b>	
	<b><u>Requestor's Response</u></b>
<b>Date:</b>	
<b>Ministry/Category to be charged:</b>	
<b>Amount:</b>	
<b>Check Payable To:</b>	
Description/Business Purpose of Expense:	
Receipt/Bill: <b>MUST ATTACH INVOICE(S), RECEIPT(S), OR ANY APPLICABLE BACK-UP DOCUMENTATION</b>	
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. \_\_\_\_\_