



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. _____