

Voucher/Reimbursement Form

(Revised: March 2023)

Current Date: _____

Step (1) Complete the form.

Please make check payable to: Mail Check Save Check for Pickup Transfer Funds Electronically

Recipient's Full Name: _____ Phone Number _____

Address/City/State/Zip: _____

Purpose: _____

Items For Reimbursement (Must type in Quantity for automatic calculations)

Description	Quantity	Unit Price*	Est. Amount
			Total

(All items must have a receipt to be considered for reimbursement.)

Step (2) Authorizations

Prepared by: _____ Daytime Phone #: _____

Funds From: _____

Approver's Signature: _____ Date: _____

Approver's Signature: _____ Date: _____

Step (3) Save the form. (Click File, then save on the main menu.)

ACCOUNTING USE ONLY!

Church Authorization: _____ Date: _____

Bank #: _____ Invoice #: _____

Check #: _____ Account #: _____

Remaining Balance: \$ _____ Annual Budget: \$ _____

Email to Accounts Payable