

CHECK REQUEST VOUCHER

Instructions:

Note: Payment vouchers are normally processed on Tuesday and Thursday of each week. Approved vouchers should be turned into the Church Office by end of business hours on Monday or Wednesday (5:00 pm)

1. Attach receipts or invoices to back of voucher.
2. Please ensure the voucher is signed by the authorized approver for the budget item.
3. Do not make any financial commitments prior to voucher approval.

Date Requested: _____

Make checks payable to: _____

Amount of check: _____

Charge to Budget Acct Number: _____
(provide \$\$ per each acct#) _____

Purpose of check request and/or brief description:

Approved by:

Minister

For Staff Use Only

Payment Date: _____

Payment Type:

<input type="checkbox"/>	Local Check	Check #: _____
<input type="checkbox"/>	ACH Debit	
<input type="checkbox"/>	Online Bill Pay	South Atlantic Bank